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ABSTRACT

This handbook describes 77 voluntary programs offering professional credentialing for people in a wide range of professional and occupational fields. Each description lists credentials, organization offering credentials, initial credentialing requirements, credential renewal requirements (if any), continuing education approval process, and other information. Some of the programs profiled include the following: administrative manager, athletic trainers, appraisal, clinical laboratory technology, communications, compensation, computer operations, counseling, dental assisting, dentistry, dietetics, employee benefits, engineering, environmental health, financial analysis, health care executives, hearing-impaired education, housekeeping, information systems auditing, insurance, interior design, legal assisting, management, medical (various), municipal management, nursing, occupational therapy, optometry, organization development, parks and recreation, payroll, personnel, planning, production and inventory control, public relations, purchasing management, real estate, records management, rehabilitation, secretarial, security, social work, speech-language-hearing, transportation, and travel agents. (KC)

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OCHEA

VOLUNTARY PROFESSIONAL CREDENTIALING PROGRAMS

A Resource Handbook for Continuing Educators

March 1989

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
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Ohio Continuing Higher Education Association
Community and Governmental Relations Committee

CE 055 228

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INTRODUCTION

Voluntary credentialing programs have become increasingly popular in recent years. In a credential-conscious society, many professions and occupations view professional designations as a means of enhancing practitioner competence and improving the field's status. While state licensure serves a similar purpose, it affects only a relatively small number of occupational groups. Thus a growing national system of voluntary credentialing has developed, primarily in fields that are not subject to state licensure. Even some licensed professions have adopted voluntary credentialing programs, as evidenced by the number of specialty certificates available to nurses, physicians, dentists, and real estate professionals.

Typically, voluntary credentialing programs are offered by professional associations, sometimes in conjunction with an independent yet affiliated certifying board. Credentialing assumes a variety of names, depending upon the field. Practitioners might be certified, registered, or chartered, or might attain fellowship status, for example. Although the term "accreditation" normally applies to academic programs rather than to individuals, some associations have adopted it for use in individual credentialing.

Credentialing requirements vary widely from one field to another. Often, however, requirements include specific educational and experience background and an examination. While some credentials are valid for life, many require periodic renewal, frequently through participation in continuing education activities.

Why is information about voluntary credentialing important to continuing educators? The information will assist colleges and universities that wish to serve specific professions and occupations more effectively. First, continuing education might be a useful means for an individual to attain the educational prerequisites or to prepare for an examination needed for initial credentialing. Second, colleges and universities may well have a role to play in providing the ongoing educational activities needed for credential renewal.

In 1987, the Ohio Continuing Higher Education Association compiled information on Ohio's professional and occupational licensure requirements. A second association goal has been the compilation of a similar resource handbook on voluntary credentialing. The Community and Governmental Relations Committee undertook this responsibility over the past one and one-half years. This resource handbook is a result of those efforts.

Information has been obtained from professional association in a wide range of professions and occupations that were known to offer voluntary credentialing. Because of the magnitude and duration of the effort, some of the information included in the publication is over a year old. Coupled with the rapidity with which credentialing and recredentialing requirements change, that fact prompts us to strongly encourage OCHEA members to regard this document as a starting point rather than the final word. The organization offering a given credential is obviously the best source of thorough and current information.

Despite the comprehensiveness of this handbook, there are undoubtedly many credentialing programs inadvertently omitted. The committee anticipates periodically sending members information on additional credentials. Any new information will be produced in such a way that it can be inserted into the current handbook. We welcome suggestions of additional credentials that should be included.

Any effort of this scope requires an extensive amount of work. Particular thanks go to committee member Mary Rose Zink and her secretary for their efforts during the earlier stages of obtaining and compiling information. More recently, Cindy Sweet in Ohio State's Office of Continuing Education has been instrumental in readying information for inclusion. The handbook would not have been completed without her help.

It is the committee's hope that this handbook will become a useful resource for OCHEA members.

Barbara Hanniford, editor

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ADMINISTRATIVE MANAGER

1. Credentials

   Certified Manager
   Associate Certified Manager

2. Organization Offering Credentials

   Institute of Certified Professional Managers
   on the campus of
   James Madison University
   Harrisonburg, VA 22807
   (703) 568-6909

3. Initial Credentialing Requirements

   a. Potential candidate files an application form to establish his/her experiential and educational credentials, including the following items:
      --Education documentation, such as copies of diplomas, transcripts, certificates of completion, etc.
      --Experience documentation which must consist of at least three reference letters. Two of these letters must state both the number of subordinates that the applicant has supervised and the time period involved. The third letter may be a character reference.

   b. Upon approval of the application, a three-part examination must be successfully completed.
      --To be recognized as a *Certified Manager*, the individual must meet or exceed 10 total education and experience points, including at least three in education and at least four in experience.
      --If the 10 total point minimum is not met, the individual is recognized as an *Associate Certified Manager*.

4. Credential Renewal Requirements

   a. Prior to the end of each five-year period, Certified Managers and Associate Certified Managers must submit evidence for recertification. The requirements for renewal are fifty hours of management education, which may include:
      --Academic course hours from a college or university.
      --Management development self-study courses which have certificates of completion stating the equivalent number of study hours.
      --Company-sponsored management development courses for which the duration in hours is verified by certificates of completion and/or company personnel records.

--Management development courses carrying Continuing Education Units (CEU) credit. The number of CEU's must be verified by either a transcript from the issuing authority or a completion certificate which states the number of CEU's authorized for the course.
--Self-study programs approved by the Institute.

Evidence for recertification may consist of transcripts, certificates, diplomas, or other types of official verification of participation.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other Information

   a. Three intensive self-study or group-study courses are available through the Institute of Certified Professional Managers.

ATHLETIC TRAINERS

1. Credentials

   Certified Athletic Trainer

2. Organization Offering Credentials

   National Athletic Trainers Association
   1001 East 4th Street
   Greenville, North Carolina 27834
   (919) 752-1725

3. Initial Credentialing Requirements

   a. Have proof of graduation from college or university with an approved program.

   b. Hold proof of current American National Red Cross Standard First Aid Certification.

   c. Hold proof of current CPR certificate.

   d. Hold endorsement for certification by NATA Certified Athletic Trainer.

   e. Pass the NATA certification examination.

4. Credential Renewal Requirements

   a. Earn 6 CEUs per designated 3-year period.

5. Continuing Education Approval Process

   a. District continuing education representatives approve programs.

   b. Acceptable activities include:
      --NATA Annual Meeting and Clinical Symposium.
      --Scientific workshops offered at above.
      --NATA district meeting programs.
      --NATA-approved short-term courses and scientific meetings.
      --Publication of original work.
      --Approved correspondence courses.
      --Other specified activities.

APPRAISAL

1. Credentials

   Certified Appraiser of Personal Property (CAPP)

2. Organization Offering Credentials

   International Society of Appraisers
   P.O. Box 726
   Hoffman Estates, Illinois 60195
   (312) 882-0706

   Professional Development
   c/o I.U. Conference Bureau
   Indiana University
   Indiana Memorial Union, L-9
   Bloomington, Indiana 47405

3. Initial Credentialing Requirements

   a. Earn a total of 100 points by completing the following:
      --Three required two-and-one half day courses offered at several sites across the country. (30 points)
      --An independent study course that can be completed at home. (30 points)
      --A choice of professional development activities, including research, presentations, and relevant courses. (30 points)
      --An appraisal specialty report. (10 points)

   b. In some specialties color vision and hue discrimination tests are required.

   c. Successfully complete a comprehensive examination administered after all other requirements for CAPP are met.

4. Credential Renewal Requirements

   a. Initial certification is valid for four years. To be recertified, an individual must complete Course 104, Advanced Appraisal Theory and Report Writing, and must submit an additional 10 professional development points. A variety of activities may qualify for such points.

5. Continuing Education Approval Process

   a. There is no formal approval process for continuing education providers. However, the Society has a list of activities that have been approved and urges individuals to make certain an activity will count towards recertification before undertaking it.

6. Other Information

   a. The certification program is offered in cooperation with the Indiana University School for Continuing Studies.

   b. There are 25 individuals certified and an additional 25 about to receive certification.

BUSINESS APPRAISAL

1. Credential

   Certified Business Appraiser

2. Organization Offering Credential

   The Institute of Business Appraisers, Inc.
   P.O. Box 1447
   Boynton Beach, Florida 33435
   (407) 732-3202

3. Initial Credentialing Requirements

   a. Submit two references and an official application.

   b. Successfully complete a written examination.

   c. Submit two business appraisal reports that are subsequently reviewed by experienced business appraisers.

4. Credential Renewal Requirements

   a. The Institute plans to implement a recertification program that will probably be optional. The recertification process is likely to consist of seminars, courses, centralized testing, and reviewing and critiquing business appraisal reports of new certification applicants.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other Information

   a. Over 100 individuals have been certified to date.

CLINICAL LABORATORY TECHNOLOGY

1. Credentials

Physician Office Laboratory Technician (POLT)
Laboratory Technician (RLT)
Medical Technologist (RMT)

2. Organization Offering Credentials

The Credentialing Commission of the International Society
for Clinical Laboratory Technology
818 Olive Street, Suite 918
St. Louis, Missouri 63101
(314) 241-1445

3. Initial Credentialing Requirements

Physician Office Laboratory Technician (POLT)

a. Be a high school graduate and meet ONE of the following requirements:
   --Graduate from a clinical laboratory training program of at least 6 months in duration, OR
   --Have 12 months experience in a physician's office laboratory or other clinical laboratory.

Laboratory Technician (RLT)

a. Be a high school graduate and meet ONE of the following requirements:
   --Graduate from an accredited medical laboratory technician training program,
   --Hold an associate arts degree or have a minimum of 60 hours of college credit with a major in a laboratory science,
   --Complete an official military laboratory procedures course of 12 months in duration, OR
   --Qualify as a medical technician under subpart M, Part 405.1315 Chapter III of Title 20 of the Code of Federal Regulations.

b. Successfully complete the certification examination.

Medical Technologist (RMT)

a. Meet ONE of the following requirements:
   --Hold a Baccalaureate degree from an accredited university or college with major in chemical, physical, or biological science,
   --Complete 90 semester hours in an accredited university or college with major in a chemical, physical, or biological science,
   --Hold an associate art degree or 60 hours from an accredited junior college with a major in a laboratory science and have 3 years full-time clinical laboratory experience acceptable to credentialing commission, OR

--Qualify as a medical technologist or general supervisor under subpart M, Part 405.1315, Chapter III of Title 20 of the Code of Federal Regulations.

b. Successfully complete the certification examination.

4. Credential Renewal Requirements

a. RLTs and RMTs must accumulate 6 CEUs every 5 years in order to maintain certification. This will soon become a requirement for POLTs as well.

5. Continuing Education Approval Process

a. Prior program approval is available but not required. Acceptable activities may include relevant workshops, seminars, courses, hospital in-service meetings, and conferences.

6. Other Information

Physician Office Laboratory Technician (POLT)

a. Obtain 4 years acceptable clinical laboratory experience and 6 CEUs from workshops, lectures, and seminars and apply to be upgraded to an RLT.

Laboratory Technician (RLT)

a. Obtain 5 years of acceptable experience and 6 CEUs from workshops, lectures, and seminars to apply to be upgraded to RMT.

COMMUNICATIONS

1. Credential

   Certified Business Communicator (CBC)

2. Organization Offering Credential

   Business/Professional Advertising Association (B/PAA)
   205 E. 42nd Street
   New York, NY 10017
   (212) 661-0222

3. Initial Credentialing Requirements

   a. Complete eight years of hands-on experience as a business communicator (or 4 years experience and 4 years of college).
   b. Successfully complete a competency test covering seven different aspects of the communications field.
   c. Provide three professional references.
   d. Pledge in writing to adhere to code of ethics.

4. Credential Renewal Requirements

   Renewal must be done every five years. To renew, a CBC must meet ONE of these requirements:
   a. Hold continuous B/PAA membership;
   b. Demonstrate continued self-education and professional development through work experience and program participation; OR
   c. Pass a re-examination.

5. Continuing Education Approval Process

   a. Continuing education activities should relate to the field of business/professional marketing communications.

COMPENSATION

1. Credential

   Certified Compensation Professional (CCP)

2. Organization Offering Credentials

   American Compensation Association
   P.O. Box 29312
   Phoenix, AZ 85038-9312
   (602) 951-9191

3. Initial Credentialing Requirements

   a. Complete a battery of seven examinations within a six-year period. Five "core" examinations must be passed, as well as two "elective" examinations. Individuals may enroll in preparatory courses for each examination or may simply sit for the examinations.

4. Credential Renewal Requirements

   a. Credential renewal is not required.

5. Continuing Education Approval Process

   a. Not applicable.

COMPUTER OPERATIONS

1. Credential

   Certified Computer Programmer (CCP)
   Certificate in Data Processing (CDP)
   Certified Systems Professional (CSP)

2. Organization Offering Credential

   Institute for Certification of Computer Professionals
   2200 E. Devon Avenue--Suite 268
   Des Plaines, IL 60018
   (312) 299-4227

3. Initial Credentialing Requirements

   Certified Computer Programmer (CCP)

   a. Complete successfully an examination. The general section and one specialization section (Business, Scientific, and Systems Programming) must be passed within four test attempts.
   b. Subscribe to the Codes of Ethics, Conduct and Good Practice.

   Certificate in Data Processing (CDP)

   a. Complete 60 months of acceptable full-time experience in computer information systems. Academic work may be substituted as follows:
      -- Bachelor's or graduate degree in computer of information science equals 24 months.
      -- Bachelor's or graduate degree in related area equals 18 months.
      -- Bachelor's or graduate degree in unrelated area equals 12 months.
   b. Obtain verification of work experience from a responsible person (CDP holder if possible).
   c. Pass all five sections of the CDP examination within four test attempts or four years.
   d. Subscribe to the Codes of Ethics, Conduct and Good Practice.

   Certified Systems Professionals (CSP)

   a. Complete 60 months of professional experience, including at least 12 months as a manager, consultant, and/or project manager. College degrees may be substituted as follows:
      -- Associate degree equals 12 months.
      -- Bachelor's degree equals 24 months.
      -- Canadian college certificate equals 12 months.
   b. Obtain verification of work experience from a responsible person.
   c. Pass all five sections of the CSP examination within four test attempts or four years.
   d. Subscribe to the Codes of Ethics, Conduct and Good Practice.

4. Credential Renewal Requirements

   a. Each credential must be renewed every three years.
   b. Two recertification options exist:
      --Be re-tested.
      --Participate in 120 contact hours of acceptable continuing education activities, including college courses, workshops, conferences or meetings with educational content, teaching, giving presentations, self-study, and article publication.

5. Continuing Education Approval Process

   a. Prior approval of activities is available on a voluntary basis. Sponsoring organizations should submit program materials 30-60 days in advance of program.
   b. Individuals seeking recertification should submit documentation of continuing education participation on an ongoing basis.

6. Other Information

   a. There are over 40,000 certificate holders, 30,000 of which are Certified Data Processors and 7,000 are Certified Systems Professionals.

COUNSELING

1. Credential

   National Certifed Counselor (NCC)

2. Organization Offering Credential

   National Board for Certified Counselors, Inc. (NBCC)
   5999 Stevenson Avenue
   Alexandria, VA 22304
   (703) 823-9800

3. Initial Credentialing Requirements

   a. Complete graduate degree in counseling or related professional field from a regionally accredited higher education institution.
   b. Submit copy of official transcript.
   c. Submit two professional reference assessment forms. One must be from a supervisor.
   d. Complete two years of post-master's professional counseling experience if graduate program was not approved by Council for Accreditation of Counseling and Related Education Programs.
   e. Successfully complete the NBCC Counselor Certification examination.

   Note: An alternative path to certification exists for counselors licensed in specific states or those who are Certified Rehabilitation Counselors or Certified Clinical Mental Health Counselors.

4. Credential Renewal Requirements

   Recertification is required every five years. Requirements include:
   a. Evidence of completion of 100 contact clock hours of CE or re-examination.
   b. Adherence to NBCC Code of Ethics in professional practice.

5. Continuing Education Approval Process

   a. Continuing education programs must be within course content guidelines specified by NBCC and distributed to counseling departments at colleges and universities.
   b. Activities need not be approved in advance.
   c. Individuals must submit documentation of program attendance.
   d. Information about upcoming events can be included in NBCC's semi-annual calendar.

COUNSELING--CAREER

1. Credentials

   National Career Counselor Certification

2. Organization Offering Credential

   National Board for Certified Counselors, Inc. (NBCC)
   5999 Stevenson Avenue
   Alexandria, Virginia 22304
   (703) 823-9800

3. Initial Credentialing Requirements

   a. Be a National Certified Counselor.

   b. Complete specified graduate coursework in career counseling.

   c. Obtain two references that assess career counseling skills.

   d. Have three years of at least half-time work doing professional career counseling.

   e. Successfully complete the NBCC career counseling specialty examination.

4. Credential Renewal Requirements

   a. Recertification is required every five years which include:
      --Evidence of 125 contact clock hours of continuing education, 50 of which must focus on career development.
      --Adherence to the NBCC Code of Ethics in professional practice.

5. Continuing Education Approval Process

   a. See National Certified Counselor report for details.

COUNSELING--CHEMICAL DEPENDENCY

1. Credentials

Certified Alcoholism Counselor (CAC)
Certified Drug Counselor (CDC)
Certified Chemical Dependency Counselor (CCDC)
Ohio Certified Prevention Consultant (OCPC)
Ohio Certified Prevention Specialist (OCPS)

2. Organization Offering Credentials

OCDCCB (Ohio Chemical Dependency Counselor's Credentialing Board)
1 Marconi Place, Suite 420
274 Marconi Blvd.
Columbus, Ohio 43215
(614) 461-4035

3. Initial Credentialing Requirements

Counselors

a. Meet the following work experience requirements:
   --Three years of general qualifying work experience necessary for CAC or CDC applicants. Two years necessary for CCDC applicants.
   --Documentable, **paid** alcoholism/drug/chemical dependency counseling experience (two years required for CAC/CDC applicants; three years for CCDC applicants).

b. Obtain a preceptor (an Ohio certified counselor) who agrees to monitor and evaluate an applicant's knowledge and skills in the specific area of counseling.

c. Document education in alcohol/drug related subjects as follows:
   --180 hours for CAC/CDC applicants.
   --270 hours for CCDC applicants.

d. Submit a formal application for portfolio completion:
   --Application phase initiated upon completion of twelve month preceptorship.
   --Qualifying work and paid CD counseling documented in application.

e. Successfully complete a demonstration phase:
   --Two tests (written and oral case presentation) are given after a satisfactory review of formal application.
   --Must pass **both** exams to receive certification.

Prevention Consultants and Specialists

a. Complete ONE of the following work experience/formal education requirements:
   --Five years of acceptable full-time paid work experience for the Consultants; three years for the Specialists, OR
   --Associate's degree in the behavioral sciences and four years of work experience for the Consultants; Associate's degree in the behavioral sciences and two years of work experience for the Specialists, OR
   --Bachelor's degree in the behavioral sciences and three years of work experience for the Consultants; Bachelor's degree in the behavioral sciences and one year of work experience for the Specialists, OR
   --Master's/Doctorate degree in the behavioral sciences and two years of work experience for the Consultants; Master's/Doctorate degree in the behavioral sciences and one year of work experience for the Specialists.

b. The Consultants must complete 270 clock hours of Chemical Dependency education within the five years preceding formal application. The Specialists must complete 180 clock hours of Chemical Dependency education within the five years preceding formal application.

c. Successfully complete a one-year preceptorship.

d. Successfully complete written and oral examinations following a satisfactory review of a formal application and portfolio.

4. Credential Renewal Requirements

   a. Certificates must be renewed every two years.

   b. Certificate holders must accumulate a total of 40 Board-recognized clock hours of continuing education.

5. Continuing Education Approval Process

   a. Continuing education providers must submit program approval application sixty days in advance.

6. Other Information

   a. These certification credentials are available **ONLY** in Ohio. OCDCCB is recognized by the Ohio Department of Health as the certifying body for counselors and prevention specialists working in the areas of alcoholism, drug abuse, or chemical dependency. The certification is **not** a license, but a peer-evaluated, competency-based credential which is increasingly required by employers.

COUNSELING--MARRIAGE AND FAMILY THERAPY

1. Credential

   Clinical Member (CM)

2. Organization Offering Credential

   American Association for Marriage and Family Therapy
   1717 K Street, N.W., Suite 407
   Washington, D.C. 20006
   (202) 429-1825

3. Initial Credentialing Requirements

   a. Complete 11 courses at the graduate level in specified categories; six courses in marriage and family counseling must be included.
   b. Complete a 300-hour practicum.
   c. Complete 1000 hours of clinical contact with families and couples.
   d. Complete 200 hours of supervised work with families and couples.
   e. Obtain two endorsements from Clinical Members.

4. Credential Renewal Requirements

   a. No credential renewal or continuing education is required.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other information

   a. There are approximately 10,000 Clinical Members in the United States and Canada.

COUNSELING--MENTAL HEALTH

1. Credential

   Certified Clinical Mental Health Counselor

2. Organization Offering Credential

   The Natl Academy of Certified Clinical Mental Health Counselors (NACCMHC)
   5999 Stevenson Avenue
   Alexandria, VA 22304
   1-800-354-2008

3. Initial Credentialing Requirements

   a. Meet these criteria before submitting application materials:
      1. Be a graduate of a CACRCP approved program or show a minimum of two academic years of graduate work of at least 45 semester hours resulting in a master's degree (or higher) in an allied mental health field (from an accredited institution).
      2. Document a minimum of 2 years post-master's experience. A one-year/1,000 hours internship at master's level can substitute for one of the two years of experience.
      3. Document a minimum 3,000 hours of supervised clinical work over a minimum of two years post-master's.
      4. Document a minimum of 100 hours of face-to-face supervision over the 2 year period. The preferred supervisor will be a certified Clinical Mental Health counselor.
   b. Submit an application dossier that includes:
      1. completed application forms.
      2. three reference assessments.
      3. official transcripts.
      4. resume or vita.
      5. taped sample of work, self-critique of work and client release.
   c. Complete successfully the NACCMH examinations.

4. Credential Renewal Requirements

   a. Renewal is required every 5 years. Requirements include the following:
      1. 100 competency-based continuing education contact hours.
      2. annual fees each of the 5 years.
      3. recertification fee.
   b. Activity must occur after date of initial certificates.
   c. Full details of activity must be submitted and additional support documentation may be required. Continuing education activities must focus on clinical mental health counseling and skills.
   d. Maximum credit allowed for academic course work is 50 hours.
   e. Calculation of contact hours determined by the Academy.

5. Continuing Education Approval Process

   a. No sponsor approval is available.

DENTAL ASSISTING

1. Credentials

Certified Dental Assistant (General Chairside)--CDA
Certified Oral and Maxillofacial Surgery Assistant--COMSA
Certified Dental Practice Management Assistant--CDPMA
Certified Orthodontic Assistant--COA

2. Organization Offering Credentials

Dental Assisting National Board, Inc. (DANB)
216 East Ontario Street
Chicago, Illinois 60611
(312) 642-3368

3. Initial Credentialing Requirements

Certified Dental Assistant

a. Meet ONE of the following eligibility requirements:
   --Graduate from an acceptable dental assisting or dental hygiene program and hold CPR certification,
   --Be a high school graduate, have two years of full-time work experience as a dental assistant, and have CPR certification, OR
   --Have previous certification with a lapsed status of 18 months or more and have CPR certification.

b. Successfully complete the appropriate examination.

Certified Oral and Maxillofacial Surgery Assistant

a. Meet ONE of the following eligibility requirements:
   --Graduate from high school, complete 600 hours of postsecondary education in oral and maxillofacial surgery assisting, have six months of full-time appropriate work experience, and hold current CPR certification,
   --Graduate from high school; have appropriate work experience; hold the credential of CDA, LPN, RN, RDH, or RDA; and hold current CPR certification, OR
   --Graduate from high school, have two years of full-time appropriate work experience, and hold current CPR certification.

b. Successfully complete the appropriate examination.

Certified Dental Practice Management Assistant

a. Have work experience in a dental office and hold current CPR certification.

b. Successfully complete the appropriate examination.

Certified Orthodontic Assisting

a. Meet ONE of the following eligibility requirements:
   --Graduate from high school; have work experience in an orthodontic office; hold a CDA, RDH, or RDA credential, and hold current CPR certification, OR
   --Graduate from high school, have two years of full-time appropriate work experience, and hold current CPR certification.

b. Successfully complete the appropriate examination.

4. Credential Renewal Requirements

   a. All certified individuals must obtain 12 clock hours of continuing education annually.

   b. Another recertification option involves retaking the certification examination. Successfully completing it results in three years of certification; failing it results in just two years.

5. Continuing Education Approval Process

   a. Continuing education programs must be approved in advance. Approval forms should be received 30 days prior to the program.

6. Other Information

   a. As of 1988, there were approximately 25,000 DANB certificants.

DENTISTRY

1. Credential

   Board Certified General Dentist

2. Organization Offering Credential

   The Certifying Board of General Dentistry
   211 East Chicago Avenue, Suite 1200
   Chicago, IL 60611-2670
   (312) 440-4300

3. Initial Credentialing Requirements

   a. Hold a current license to practice dentistry.
   b. Become Educationally Qualified for Certification by meeting a combination of education and experience requirements. Four possible "entry points" are identified. Specified types of continuing education activities are acceptable for entry into the certification process. These include course (program) attendance, teaching, and publication. Each "entry point" specifies a distribution of hours among different subject categories.
   c. Submit qualifying application.
   d. Become "Board Eligible" by successfully completing a written examination.
   e. Successfully complete a certification examination consisting of preparing and presenting three case histories and taking supplemental oral examinations.

4. Credential Renewal Requirements

   a. Recertification must occur every five years. Requirements include evidence of continuing education and current credentials and qualifications.
   b. Requirements are yet to be specified due to the newness of the credential.

5. Continuing Education Approval Process

   a. This mechanism has not been specified yet.

6. Other Information

   a. Board certification for general dentists is a very new program. Fewer than 100 dentists have been certified thus far.
   b. The Certifying Board is under the sponsorship of the Academy of General Dentistry, which also has its own continuing education requirements for Academy members.

DENTISTRY

1. Credentials

   Academy of General Dentistry Membership Maintenance
   AGD Fellow
   AGE Master

2. Organization Offering Credentials

   Academy of General Dentristry
   211 East Chicago Avenue
   Suite 1200
   Chicago, IL 60611-2670
   (312) 440-4300

3. Initial Credentialing Requirements

   To become a member of the Academy (AGD), a dentist must first belong to the American Dental Association, the National Dental Association, or the Canadian Dental Association.

   AGD Fellowship

   a. Earn at least 500 acceptable hours of continuing dental education credit.
   b. Successfully complete the Fellowship examination.
   c. Be a member of AGD for ast least five years.
   d. Attend one of the first three convocation ceremonies following acceptance to Fellow status.

   AGD Mastership

   a. Be an AGD Fellow and a member in good standing of AGD.
   b. Earn at least 600 acceptable hours of continuing dental education credit, at least 400 of which were in participation courses.
   c. Attend one of the first three convocation ceremonies following acceptance to Master status.

4. Credential Renewal Requirements

   a. All AGD members, including Fellows and Masters, are subject to Membership Maintenance requirements. They must earn 75 hours of continuing education every five years.
   b. A wide range of continuing dental education activities are acceptable for Membership Maintenance or for attainment of the Fellowship or Mastership levels. Requirements for continuing education that will apply toward Fellowship and Mastership levels are more rigorous and specific than for Membership Maintenance.

5. Continuing Education Approval Process

   a. AGD has just approved a national sponsor approval program for providers. Providers must apply for blanket sponsor approval.

DIETARY MANAGEMENT

1. Credential

   Certified Dietary Manager (CDM)

2. Organization Offering Credential

   Certifying Board for Dietary Managers
   400 E. 22nd Street
   Lombard, IL 60148
   (312) 932-1444

3. Initial Credentialing Requirements

   a. Become eligible to take the credentialing examination by ONE of the following means:

      --Hold a high school or GED certificate, be a member of the Dietary Managers Association (DMA), complete successfully a DMA-approved training program, and have one year of practical experience in an institutional food-service setting beyond the 150 hours of field experience required by training programs; OR
      --Hold a high school or GED certificate and have five or more years experience in a managerial or supervisory capacity in institutional food service.

   b. Successfully complete the credentialing examination, a 150-item multiple choice test based on critical incident scenarios.

4. Credential Renewal Requirements

   a. Recertification occurs every three years.

   b. Individuals must earn 45 clock hours of continuing education every three years in order to be recertified. Clock hours are earned by participating in educational activities approved by the Certifying Board.

5. Continuing Education Approval Process

   a. College credit courses are considered acceptable continuing education activities. Individuals must submit a course transcript, course outline, and statement of relevance to job.

   b. Noncredit continuing education activities require prior approval from the Certifying Board. The paperwork must be submitted to the Board one month before the program date.

6. Other Information

   a. The Dietary Managers Association approves initial training programs, which can be offered through on-site programs or through correspondence. Programs involve 90 hours of classroom activity or study and 150 hours of field experience. The Dietary Managers Association is located at the address above.

DIETETICS

1. Credentials

   Dietetic Technician, Registered (DTR)
   Registered Dietitian (R.D.)

2. Organization Offering Credentials

   Commission on Dietetic Registration — Dietetic Technician
   208 South LaSalle Street, Suite 1100
   Chicago, Illinois 60604-1003
   (312) 899-0040

   Commission on Dietetic Registration — Registered Dietitian
   430 North Michigan Avenue
   Chicago, Illinois 60611

3. Initial Credentialing Requirements

   Dietetic Technician, Registered (DTR)

   a. Meet ONE of the following paths of academic and experience requirements:
      --Completion of a Baccalaureate Degree granted by a U.S. regionally accredited college or university.
      --Completion of ADA minimum academic requirements.
      --Submission of a degree equivalency statement if education was completed outside of the U.S. and its territories.
      --Completion of supervised field experience as stipulated in the ADA Approved Dietetic Technician Program, Nutrition Care Emphasis or Foodservice Management Emphasis.

      OR:

      --Completion of approved courses as stipulated in the ADA Approved Dietetic Technician Program, Nutrition Care Emphasis or Foodservice Management Emphasis.
      --Completion of a supervised qualifying experience as stipulated in the Qualifying Experience for Dietetic Technician Registration Eligibility Plan IV Graduates.

   c. Successfully complete the registration examination.

   Registered Dietitian (R.D.)

   a. Meet the following academic requirements:
      --Minimum of a Baccalaureate degree granted by a U.S. regionally accredited college or university.
      --Completion of current minimum academic requirements (Plan IV or Plan V) as approved by The American Dietetic Association. All Plan IV or V programs are located in the U.S. or its territories. December 31, 1999 is the last postmark date for submitting registration eligibility applications using the current Plan IV minimum academic requirements.

b. Supervised practice requirements stipulate completion of ONE of the ADA accredited or approved pathways as follows:
--Accredited Dietetic Internship Program, OR
--Accredited Coordinated Program, OR
--Approved Preprofessional Practice Program, OR
--Qualifying experience With An Advanced Degree, OR
--Three-Year Pre-Planned Experience Program.

c. Additional coursework in dietetics or a related area is required to update degrees which were completed five or more years prior to application. All courses taken to satisfy recency of education requirements must have been completed within the last five years.

--0 to 5 years	Updating not required
--5 to 10 years	6 semester or 9 quarter hours
--10 years or longer	Meet current ADA academic requirements (Plan IV/V) with no fewer than 12 semester or 18 quarter hours.

d. Successfully complete a registration examination.

4. Credential Renewal Requirements

Dietetic Technician, Registered (DTR)

a. Must acquire 50 hours of approved continuing education over a five-year registration period.

Registered Dietition (R.D.)

a. Must accrue 75 hours of approved continuing education over a five-year registration period.

5. Continuing Education Approval Process

a. Continuing education approval may be requested prior or subsequent to the date of the activity. Only program providers/sponsors may request prior approval.

b. Program providers/sponsors should request information on the mailing address of the appropriate state contact person from the Office on Dietetic Credentialing prior to submitting a prior approval request. The program provider/sponsor must submit a completed Continuing Education Prior Approval Request Form for review 4-6 weeks prior to the date of the activity.

6. Other Information

a. There are approximately 47,000 R.D.s and 3,800 DTRs.

EMPLOYEE BENEFITS

1. Credential

   Certified Employee Benefit Specialist (CEBS)

2. Organization Offering Credential

   The Certified Employee Benefit Specialist Program
   18700 West Bluemound Road
   P.O. Box 69
   Brookfield, WI 53005
   (414) 786-6700

3. Initial Credentialing Requirements

   a. Successfully complete ten examinations. The exams cover a ten-course curriculum co-sponsored by the International Foundation of Employee Benefit Plans and the Wharton School.
   b. Meet precertification standards.
   c. Agree to abide by the principles of conduct.

4. Credential Renewal Requirements

   None. However, continuing education is provided through the International Society of Employee Benefit Specialists.

5. Continuing Education Approval Process

   Not applicable.

6. Other Information

   a. Over 1,500 individuals hold the CEBS designation.

ENGINEERING--COST

1. Credential

   Certified Cost Engineer
   (Certified Cost Consultant)

2. Organization Offering Credentials

   American Association of Cost Engineers
   P.O. Box 1557
   Morgantown, West Virginia 26507
   (304) 296-8444

3. Initial Credentialing Requirements

   a. Have 7 years of experience. The experience requirement may be satisfied via practical experience, college-level training, or a license as a Professional Engineer.

   b. Successfully complete a written examination.

   c. Submit an acceptable 2500-word paper on some aspect of cost engineering.

4. Credential Renewal Requirements

   a. Certification is valid for three years. Recertification is achieved by reexamination or through the "Professional Credit Plan" which involves obtaining 15 credits via a variety of activities. Such activities include employment, seminars, course work, teaching, and presentations.

5. Continuing Education Approval Process

   a. Voluntary program approval is available to a sponsor.

   b. Individuals who attend non-approved programs must submit documentation of program details, including a course outline.

6. Other Information

   a. Approximately 550 individuals hold certification.

ENGINEERING--MANUFACTURING

1. Credentials

   Certified Manufacturing Engineer (CMfgE)
   Certified Manufacturing Technologist (CMfgT)
   Associate Certified Manufacturing Technologist (ACMfgT)

2. Organization Offering Credentials

   Society of Manufacturing Engineers
   P.O. Box 930
   One SME Drive
   Dearborn, Michigan 48121
   (313) 271-1500

3. Initial Credentialing Requirements

   Certified Manufacturing Engineer (CMfgE)

   a. Have 10 or more years of manufacturing engineering experience and/or education.

   b. Successfully complete two open-book examinations. The first is an engineering fundamentals examination and the second covers a particular specialty area in which an individual may be certified.

   Certified Manufacturing Technologist (CMfgT)

   a. Have at least 4 years of acceptable experience and/or education but fewer than 10.

   b. Successfully complete the engineering fundamentals examination.

   Associate Certified Manufacturing Technologist (ACMfgT)

   a. Have two or three years of acceptable experience and/or education.

   b. Successfully complete the engineering fundamentals examination.

4. Credential Renewal Requirements

   a. Recertification is accomplished every three years by participating in 36 clock hours of continuing education or professional development.

   b. A second option is to retake the certification examinations.

5. Continuing Education Approval Process

   a. Voluntary program approval is given; this allows sponsors to announce that their program meets recertification requirements.

ENGINEERING--MATERIAL MANAGEMENT

1. Credentials

   Professional Certified in Material Handling (PCMH)
   Professional Certified in Material Management (PCMM)

2. Organization Offering Credentials

   International Material Management Society (IMMS)
   650 East Higgins Street, Suite 17
   South Schaumburg, Illinois 60195
   (312) 310-9570

3. Initial Credentialing Information

   a. Have 8 years of experience in material management and/or material handling. It is possible to substitute educational accomplishments for specified amounts of experience.

   b. Provide three references.

   c. Successfully complete an examination based on material management and/or material handling.

4. Credential Renewal Requirements

   a. Recertification is required every three years.

   b. Recertification involves obtaining a total of 180 "professional credits." Recertification credits are awarded for related activity in the following areas: work experience, participation in professional societies, speaking, publications, seminar attendance, formal course work, self-study, and other special projects.

   c. Another recertification option involves passing the current certification examination.

5. Continuing Education Approval Process

   a. Information on this item was not obtained.

ENGINEERING--PACKAGING AND HANDLING

1. Credentials

   Certified Professional-Packaging (CP-P)
   Certified Professional in Training (CPIT)

2. Organization Offering Credentials

   Society of Packaging and Handling Engineers
   11800 Sunrise Valley Drive, Suite 212
   Reston, Virginia 22091
   (703) 620-9380

3. Initial Credentialing Requirements

   Certified Professional in Training (CPIT)

   a. Credential is achieved by recent college graduates or those in the senior year. Upon achieving the necessary experience (see below), the CPIT must prepare a technical paper to be upgraded to the CP-P designation.

   Certified Professional-Packaging (CP-P)

   a. Have 8 years acceptable experience in the packaging field. Up to 4 years of experience will be given for an undergraduate degree in an approved technology. Two additional years will be granted for a postgraduate degree in an approved technology.

   b. Successfully complete an open-book examination.

   c. Prepare a technical paper.

4. Credential Renewal Requirements

   a. Recertification is required every five years. It may be accomplished by reexamination or by accumulation of 60 recertification units. A variety of professional activities may qualify for recertification units.

   b. After being recertified two times, an individual is granted lifetime certification.

5. Continuing Education Approval Process

   a. No program approval is required. Individuals must submit documentation of their participation.

ENVIRONMENTAL HEALTH

1. Credentials

   Environmental Health Technician (EHT)
   Registered Sanitarian (R.S.)
   Hazardous Waste Specialist (H.W.S.)

2. Organization Offering Credentials

   National Environmental Health Association
   720 South Colorado Building
   South Tower, 970
   Denver, CO 80222
   (303) 756-9090

3. Initial Credentialing Requirements

   Environmental Health Technician (EHT)

   a. Complete two years of college in an environmental health or related field or have two years of appropriate experience.
   b. Successfully complete the EHT examination.

   Registered Sanitarian (R.S.)

   a. Hold at least a bachelor's degree in environmental health from an accredited college or university, OR have a combination of a bachelor's degree with appropriate science course work and two years of work experience in environmental health, OR hold approved master's degree.
   b. Have at least three references.
   c. Successfully complete the R.S. examination.

   Hazardous Waste Specialist (H.W.S.)

   a. Hold a bachelor's degree in the sciences or engineering.
   b. Have at least three years of progressive experience in hazardous waste or hazardous materials management.
   c. Successfully complete the H.W.S. examination.

4. Credential Renewal Requirements

   Environmental Health Technician (EHT)

   a. There are no renewal requirements.

   Registered Sanitarian (R.S.)

   a. The R.S. credential must be renewed every two years.
   b. Beginning in June, 1989, credential renewal will require the holder to earn 2 CEUs every two years.

Hazardous Waste Specialist

a. The H.W.S. credential must be renewed every five years.
b. Renewal requires the earning of 60 contact hours of continuing education within a five-year period.

5. Continuing Education Approval Process

a. NEHA is developing a process of program and provider approval for continuing education activities. The process is not yet in place.

6. Other Information

a. About 250 individuals hold the EHT credential and over 1,000 are currently registered as Registered Sanitarians. The H.W.S. credential has been available for one year and over 80 designations have been awarded.

FINANCIAL ANALYSIS

1. Credential

   Chartered Financial Analyst (CFA)

2. Organization Offering Credential

   The Institute of Chartered Financial Analysts
   P.O. Box 3668
   Charlottesville, VA 22903
   (804) 977-6600

3. Initial Credentialing Requirements

   a. Register and enroll to take the examinations and be accepted in the program. To be accepted, a candidate must:
      --Hold a bachelor's degree or have the equivalent in professional work experience.
      --Provide three acceptable character references.
      --Pay fees.

   b. Pass three, six-hour examinations.

   c. Have at least three years' experience as a financial analyst.

   d. Apply for membership or be a member of a constituent Society of the Financial Analysts Federation (if a society is within 50 miles of principal place of business).

   e. Comply with the Institute's Code of Ethics and Standards of Professional Conduct.

4. Credential Renewal Requirements

   a. Continuing education is not required for renewal. However, CFAs may receive a Certificate of Achievement if they earn 50 or more "accreditation units" per year in educational activities.

   b. Acceptable activities include individual study of proceedings, texts, publications, and journals, as well as group activities including seminars, conferences, workshops, and meetings.

5. Continuing Education Approval Mechanism

   a. Many activities that qualify for the Certificate of Achievement are prescreened and a unit value predetermined. Those activities that are not predetermined are reviewed by the Accreditation Committee on an individual basis as submitted by the participant, and a unit value is then determined.

6. Other Information

a. The CFA Candidate Study Program is essentially independent study. However, local study groups are often sponsored by the Societies of the Financial Analysts Federation. A study guide is sent to each enrollee.

b. Only one examination can be taken in one year since all three examinations are given simultaneously.

c. The Financial Analysts Federation (FAF) consists of 56 Societies and Chapters in the United States and Canada. The groups have an aggregate of about 16,000 members who are engaged in securities analysis, portfolio management, and direction of the investment function. Successful completion of the CFA Level I examination is a requirement for "regular" membership in these societies and chapters and "fellow" membership in the FAF.

d. Over 9,000 members hold the CFA designation. Of those, about 900 earned the Certificate of Achievement the first year it was offered (1986).

FINANCIAL CONSULTING

1. Credential

   Chartered Financial Consultant (ChFC)

2. Organization Offering Credentials

   The American College
   270 Bryn Mawr Avenue
   Bryn Mawr, PA 19010
   (215) 526-1000

3. Initial Credentialing Requirements

   a. Successfully complete a series of ten courses, each of which conclude with a written examination.

   b. Have three years of acceptable financial services experience, including the full 12 months immediately preceding the date of the award of the designation plus any two of the previous six years.

   c. Agree to comply with the American College Code of Ethics and Procedures.

4. Credential Renewal Requirements

   a. Effective July 1, 1989, all new matriculants to the ChFC program must meet ongoing continuing education requirements.

   b. After earning the ChFC designation, individuals must earn 60 hours of continuing education every two years.

5. Continuing Education Approval Process

   a. The continuing education program of The American College is administered by The American Society, which represents a professional association for alumni of the College.

   b. The American Society does not have a program approval process, but does issue continuing education regulations and guidelines for its members. Continuing education activities must be directly related to the provision of financial services.

   c. The telephone number for The American Society is (215) 526-2500.

6. Other Information

   a. The College also sponsors the Chartered Life Underwriter program.

   b. Matriculants pursue their course work through independent study, using educational materials published by the College, or by participating in organized classes in their local communities. Sponsors of local classes include American Society chapters, colleges and universities, companies, and professional associations.

FINANCIAL PLANNING

1. Credentials

   Certified Financial Planner (CFP)

2. Organization Offering Credentials

   International Board of Standards and Practice
   for Certified Financial Planners (IBCFP)
   5445 DTC Parkway, Suite P-1
   Englewood, Colorado 80111
   (303) 850-0333

3. Initial Credentialing Requirements

   a. Complete a six-part educational program in financial planning. Each part represents a designated subject area.

   b. Successfully complete all six parts of the CFP examination.

   c. Have 3 years of experience relevant to the financial services field.

   d. Subscribe to the Code of Ethics.

4. Credential Renewal Requirements

   a. Obtain 60 hours of acceptable continuing education every two years.

5. Continuing Education Approval Process

   a. Program approval must be obtained from IBCFP. The board has standards regarding acceptable continuing education activities.

   b. Program approval must be sought in advance.

6. Other Information

   a. There are over 20,300 CFPs in the U.S.

HEALTHCARE EXECUTIVES

1. Credentials

   Nominee, Member, or Fellow of the American College of Healthcare Executives

2. Organization Offering Credentials

   American College of Healthcare Executives
   840 N. Lake Shore Drive
   Chicago, IL 60611
   (312) 943-0544

3. Initial Credentialing Requirements

   Nominee

   a. Meet general requirements, including submitting a formal application, information about education and employment, and references.
   b. Meet ONE of the following education and experience requirements:
      --Hold a graduate degree from an accredited graduate program in hospital or health services administration and hold a responsible administrative health care position.
      --Hold a graduate degree from other than an accredited graduate program in hospital or health services administration and have at least one year of experience in a responsible administrative health care position.
      --Hold a baccalaureate degree from an accredited institution, have at least three years of acceptable experience in a responsible administrative health care position, and intend to continue working in health services administration.
      --Have at least ten years of acceptable experience in a responsible administrative health care position and show evidence of active participation in the field.
      --Be a full-time faculty member, researcher, or director in an acceptable program in hospital and health services administration.

   Member

   a. Submit formal application after second year of nomineeship.
   b. Submit adequate evidence of references, participation in the field, leadership, and education.
   c. Be a nominee at least three years.
   d. Be chief administrative officer or assistant administrative officer in acceptable health care setting.
   e. Complete successfully an oral and written Examination in Health Services Administration.

Fellow

a. Submit complete application and information required after five years of eligible Membership.
b. Show evidence of references, participation in the field, leadership, and education.
c. Be a Member in good standing for at least six years.
d. Hold a position of responsibility as stated in requirements for Member.
e. Complete a Fellowship project, including writing a thesis or case report, conducting a mentorship, or developing a continuing education seminar.

4. Credential Renewal Requirements

Nominee

a. Nominee tenure is limited to five years and may be extended for an additional five years upon completion of at least 20 contact hours continuing education biennially. Nominees must then advance to Member status.

Member

a. Recertification is required every six years.
b. Complete ONE of the following requirements:

--Advance to Fellowship status.
--Earn an academic degree from an accredited institution in a discipline related to health services management. Degree must be beyond degree currently held.
--Complete the College's Health Executive Self-Assessment process and present evidence of participation in an ongoing program of continuing education in at least three management function or skill areas. Present evidence of participation in 20 contact hours of continuing education biennially. At least 50 percent must be "Category I" hours (programs developed solely by the College).

Fellow

a. Recertification is required every ten years.
b. Complete ONE of the following requirements:

--Earn an academic degree beyond that currently held.
--Complete the College's Health Executive Self-Assessment process and present evidence of participation in an ongoing program of continuing education in at least five management function or skill areas.
--Demonstrate leadership and participation of at least 20 contact hours per year in continuing education, healthcare, and community/civic affairs. Present evidence of participation in at least 20 contact hours of continuing education biennially. At least 50 percent must be "Category I" hours (programs developed solely by the College).

5. Continuing Education Approval Process

a. Category II programs are all other continuing education programs not sponsored by the College. All Category II programs are approved by the Committee on Credentials. Program sponsors must provide the following documentation to the College eight weeks prior to the offering of the program.

-Course outline
-Statement of intended audience
-Statement of program purpose or objectives
-Program faculty names and credentials
-State of program length in contact hours

HEARING-IMPAIRED EDUCATION

1. Credentials

   Certification of Educators of the Hearing Impaired -- Provisional and Professional

2. Organization Offering Credentials

   Council on Education of the Deaf (CED)
   800 Florida Avenue, N.E.
   Washington, DC 20002

3. Initial Credentialing Requirements

   Provisional Certification

   a. Complete a core program consisting of a minimum of 30 semester house or its equivalent at an approved preparation center. The 30 hours must include studies in:
      - Foundation of Education of the hearing impaired;
      - Speech Science and Audiology;
      - Language and Communication;
      - Curriculum and Instruction;
      - Student Teaching (minimum of 250 hours under supervision).

   Professional Certification

   a. Complete a minimum of 20 additional semester hours beyond the provisional level.
   b. Complete a minimum of three years of teaching experience under the supervision of a professionally certified educator of the deaf.

4. Credential Renewal Requirements

   Provisional

   a. May be renewed for an additional period of five years upon application and submission of 1) evidence of completion of six semester hours applicable toward professional certification; 2) evidence of completion of at least one years teaching experience with hearing impaired children.

   Professional

   a. Meet ONE of the following options:
      - Successfully complete a minimum of three semester hours of course work in areas related to the candidate's field of specialization;
      - Teach the equivalent of a semester course in an area of special education in a college or university; OR
      - Publish in a professional journal.

5. Continuing Education Approval Process

   a. Not applicable.

HOUSEKEEPING

1. Credentials

   Certified Executive Housekeeper

2. Organization Offering Credentials

   National Executive Housekeepers Association (N.E.H.A.)
   1001 Eastwind Drive, Suite 301
   Westerville, Ohio 43081
   (614) 895-7166

3. Initial Credentialing Requirements

   a. Be a member of N.E.H.A.

   b. Complete 1 year experience in institutional housekeeping at management level.

   c. Complete 330 subject hours, 270 of which are distributed throughout a list of required subjects and 60 of which are in designated electives.

4. Credential Renewal Requirements

   a. Continuing education is not required in order to remain certified. However, N.E.H.A. chapters and districts offer continuing education programs.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other Information

   a. There are 2,348 individuals currently holding certification from N.E.H.A.

   b. Subject hours may be earned by successfully completing N.E.H.A. approved courses at accredited colleges and universities. They may also be earned by taking proctored examinations through correspondence courses that fulfill specified requirements. Hours earned through these latter two methods may not exceed 165. N.E.H.A. has a list of schools offering the approved 330-hour program.

   c. Certified members who meet additional requirements may apply for Registered status.

INFORMATION SYSTEMS AUDITING

1. Credentials

   Certified Information Systems Auditor (CISA)

2. Organization Offering Credentials

   The EDP Auditors Association, Inc.
   P.O. Box 88180
   Carol Stream, Illinois 60188-0180
   (312) 653-0950

3. Initial Credentialing Requirements

   a. Pass an examination.
   b. Have a minimum of five years professional Information Systems Auditing work experience (as described by the Association).
   c. Agree to operate in a professional manner within the context of the EDP Code of Conduct.

4. Credential Renewal Requirements

   a. Recertification is required every 3 years and can be obtained by accumulating 120 contact hours of continuing education over the 3-year period or by taking the current examination.
   b. Pay all annual certification maintenance fees in full.
   c. Comply with the provisions of the Professional Code of Conduct.

5. Continuing Education Approval Process

   a. Continuing education contact hours will be assigned by the Board to courses, seminars, meetings, lectures, etc. which contribute to the professional competence of the CISA.
   b. Each individual CISA should report his/her continuing education activity annually.
   c. Individual must maintain records for each learning activity which include statement of objectives, topics, instructor qualifications, sponsor, and hours.
   d. No approval process for institutions offering programs.

6. Other Information

   a. There are now 4,800 members who hold these credentials.

INSURANCE

1. Credentials

   Certified Insurance Service Representative (CISR)

2. Organization Offering Credentials

   Society of Certified Insurance
   Service Representatives
   P.O. Box 27028
   Austin, Texas 78755-1028
   (512) 346-7358

3. Initial Credentialing Requirements

   a. Complete five one-day courses covering all phases of the CSRs daily work including: Insuring Personal Residential Property, Insuring Personal Auto Exposures, Introduction to Commercial Property Coverages, Introduction to Commercial Casualty Insurance, and Agency Operations.
   b. Successfully complete an examination after each course.

4. Credential Renewal Requirements

   a. CISRs meet annual update requirements by attending any one of five CISR courses in its entirety or eight successive hours of any Certified Insurance Counselor (CIC) institute. In addition, a CISR may attend a CIC institute in its entirety and meet the CISR update requirement for the following two years.

5. Continuing Education Approval Process

   a. Not applicable.

INSURANCE COUNSELING

1. Credentials

   Certified Insurance Counselors (CIC)

2. Organization Offering Credentials

   Society of Certified Insurance Counselors
   P.O. Box 27027
   Austin, Texas 78755-1027
   (512) 345-7932

3. Initial Credentialing Requirements

   a. Meet ONE of the following eligibility requirements:
      -- Be a licensed agent, broker, or solicitor.
      -- OR, have at least two years of full-time experience in the insurance industry.
      -- OR, have served for at least two years as a full-time insurance faculty member at an accredited college or university.

   b. Successfully completing an examination following each CIC institute attended (to total five examinations).

4. Credential Renewal Requirements

   a. The Society requires that each CIC member attend a Society-sponsored institute or James K. Ruble Seminar each year.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other Information

   a. Currently, there are more than 32,000 active participants enrolled in the program with almost 10,000 CICs working worldwide.
   b. There are 270 individual institutes and seminars scheduled for 1988.
   c. The Program is conducted in all 50 states and in Puerto Rico.

INSURANCE--LIFE

1. Credential

   Chartered Life Underwriter (CLU)

2. Organization Offering Credentials

   The American College
   270 Bryn Mawr Avenue
   Bryn Mawr, PA 19010
   (215) 526-1000

3. Initial Credentialing Requirements

   a. Successfully complete a series of ten courses, each of which conclude with a written examination.

   b. Have three years of acceptable insurance experience, including the full 12 months immediately preceding the date of the award of the designation plus any two of the previous six years.

   c. Agree to comply with the American College Code of Ethics and Procedures.

4. Credential Renewal Requirements

   a. Effective July 1, 1989, all new matriculants to the CLU program must meet ongoing continuing education requirements.

   b. After earning the CLU designation, individuals must earn 60 hours of continuing education every two years.

5. Continuing Education Approval Process

   a. The continuing education program of The American College is administered by the American Society of CLU, which represents a professional association for alumni of the College.

   b. The American Society does not have a program approval process, but does issue continuing education regulations and guidelines for its members. Continuing education activities must be directly related to the provision of insurance services.

   c. The telephone number for the American Society is (215) 526-2500.

6. Other Information

   a. The College also sponsors the Chartered Financial Consultant program.

   b. Matriculants pursue their course work through independent study, using educational materials published by the College, or by participating in organized classes in their local communities. Sponsors of local classes include American Society chapters, colleges and universities, companies, and professional associations.

INSURANCE MANAGEMENT

1. Credentials

   Fellow of the Life Management Institute
   Master Fellow (FLMI/M)

2. Organization Offering Credentials

   Life Management Institute/Life Office Management Institute (LOMA)
   5770 Powers Ferry Road
   Atlanta, GA 30327
   (404) 951-1770

3. Initial Credentialing Requirements

   Fellow of the Life Management Institute (FLMI)

   a. Complete an independent self-study program of courses and accompanying three-hour examinations.

   FLMI/M (Master Fellow)

   a. Hold the GLMI designation.
   b. Complete five additional FLMI courses and examinations.
   c. Complete a capstone course, "Strategic Management."

4. Credential Renewal Requirements

   a. Renewal is not required.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other information

   a. FLMI courses are regularly reviewed by PONSI (State of New York Program on Noncollegiate Sponsored Instruction).
   b. More than 25,000 FLMI designations have been conferred.

INSURANCE--PROPERTY & LIABILITY UNDERWRITING

1. Credential

   Chartered Property Casualty Underwriter (CPCU)

2. Organization Offering Credential

   Insurance Institute of America (IIA)
   American Institute for Property & Liability Underwriters
   720 Providence Road
   Malvern, PA 19355-0770
   (215) 644-2100

3. Initial Credentialing Requirements

   a. Matriculate with American Institute before taking a CPCU examination.
   b. Complete and pass ten, three-hour national examinations. Students generally attend formal classes or informal study groups or study independently to prepare for each examination.
   c. Meet the Institute's experience and ethics requirements. Candidates must have been engaged in acceptable insurance activities for any 36 months out of the five-year period preceding earning the CPCU designation.

4. Credential Renewal Requirements

   a. There are no provisions for renewal. However, most CPCUs join the Society of CPCU, which strongly encourages continuing education. It offers a certificate to individuals who accumulate 100 points during a three-year period. Points are granted for certain professional and education activities.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other Information

   a. The Society of CPCU has over 15,500 members. The Insurance Institute of American also offers several specialized programs: Associate in Claims, Associate in Management, Associate in Risk Management, Associate in Underwriting, Associate in Loss Control Management, Accredited Adviser in Insurance, Associate in Premium Auditing, Associate in Research and Planning, and Associate in Insurance Accounting and Finance.

INTERIOR DESIGN

1. Credential

   Professional Membership, American Society of Interior Designers

2. Organization Offering Credential

   American Society of Interior Designers (ASID)
   1430 Broadway
   New York, NY 10018
   (212) 944-9220

3. Initial Credentialing Requirements

   a. Complete the National Council for Interior Design Qualification examination--both sections.
   b. Fulfill specified minimum education and/or practical experience requirements.
   c. Be engaged in professional interior design.

4. Credential Renewal Requirements

   No credential renewal is required.

5. Continuing Education Approval Process

   Not applicable.

LEGAL ASSISTING

1. Credentials

   Certified Legal Assistant (CLA)

2. Organization Offering Credentials

   National Association of Legal Assistants, Inc.
   1601 South Main, Suite 300
   Tulsa, Oklahoma 74119
   (918) 587-6828

3. Initial Credentialing Requirements

   a. Meet ONE of the following requirements:
      --Graduation from an ABA approved legal assistant course and official transcript copy attached to application,
      --Graduation from a legal assistant course not approved by ABA PLUS 2 years experience as a legal assistant PLUS a copy of transcript attached to application,
      --A Bachelor's degree in any field PLUS one year's experience as a legal assistant and official transcript attached to application, OR
      --Seven years' law related experience under the supervision of a member of the Bar.

   b. Successfully complete the CLA examination.

4. Credential Renewal Requirements

   a. Complete five (5) units of Continuing Legal Assistant Education (CLAE) every five years.

   b. Units may be earned through a variety of activities, including NALA specialty examinations, credit courses, conferences and workshops, and other approved experiences.

   c. Ten hours of continuing education equals one CLAE unit.

5. Continuing Education Approval Process

   a. No program approval process exists. CLAs are responsible for documenting their continuing education activities.

6. Other Information

   a. There are over 2,000 CLAs.

MANAGEMENT

1. Credentials

   Certified Administrative Manager (C.A.M.)
   Associate in Administrative Management (Assoc. in A.M.)

2. Organization Offering Credentials

   Certified Administrative Manager Program
   Administrative Management Society
   4622 Street Road
   Trevose, Pennsylvania 19047
   (215) 953-1040

3. Initial Credentialing Requirements

   Certified Administrative Manager (C.A.M.)

   a. Successfully complete a comprehensive series of multiple-choice examinations in Personnel, Finance, Administrative Services, Information-Systems, and Management Concepts. (Candidates may be exempted from up to two exams with appropriate college course work or other professional certification.)

   b. Complete a case study.

   c. Have a minimum of three years of experience at the administrative management level. Candidates who lack sufficient management experience can obtain the Associate in Administrative Management designation which is also described in the C.A.M. brochure.

   d. Submit a personal and a professional letter of reference.

   e. Provide evidence of significant leadership experience in a volunteer capacity with at least two organizations.

   f. Show evidence of making a contribution to effective administrative management in the areas of written and/or oral communications.

   Associate in Administrative Management (Assoc. in A.M.)

   a. To earn the Assoc. in A.M. designation a candidate must:
      --be an AMS member for two years.
      --have earned 25 Merit Award points.
      --enroll in the C.A.M. Program.
      --pass any one test in the examination series.
      --successfully complete the management experience and references requirements.

b. This designation may also be earned by persons who have a professional interest in administrative management and have or will enter a career path leading to a management position. These candidates must meet the following criteria:
--must successfully pass the first five exams under Standard 1;
--have at least three years of appropriate work experience (a minimum of 1,000 hours per year);
--submit personal and work experience references.

4. Credential Renewal Requirements

a. The C.A.M. designation is valid permanently. However, AMS encourages individuals to participate in continuing education activities. A C.A.M. may earn a gold seal by participating in 15 hours of continuing education activities every three years.

5. Continuing Education Approval Process

a. Individuals submit a record of their continuing education participation. There is no program approval process.

6. Other Information

a. AMS is an international association dedicated to promoting successful careers in management. The Society serves over 12,000 members in 140 chapters throughout North America and Jamaica.

MEDICAL ASSISTING

1. Credentials

   Certified Medical Assistant (CMA)

2. Organization Offering Credentials

   American Association of Medical Assistants (AAMA)
   20 N. Wacker Drive, Suite 1575
   Chicago, Illinois 60606
   (800) 228-2262
   (312) 899-1500

3. Initial Credentialing Requirements

   a. Meet ONE of the following requirements:
      --Work as a medical assistant for at least one year under the supervision of a licensed health care practitioner,
      --Graduate from or be currently enrolled in a medical assisting program accredited by the American Medical Association's Committee on Allied Health Education and Accreditation (CAHEA), OR
      --Hold a position as a medical assisting instructor in a nationally-accredited postsecondary institution.

   b. Successfully complete a written examination.

4. Credential Renewal Requirements

   a. Accumulate 6 CEUs of continuing education every five years, which must be equally divided between administration, clinical, and general topics, OR

   b. Successfully complete a reexamination.

5. Continuing Education Approval Process

   a. Program sponsors that are not affiliated with AAMA must submit a program approval request form 30 days in advance. Such sponsors often seek co-sponsorship with an AAMA chapter.

   b. Program sponsors may also apply for blanket approval that covers any programs they sponsor for a one-year period.

   c. Individuals must document their participation in continuing education.

6. Other Information

   a. The AAMA certification exam is an objective, multiple choice covering routine clinical and administrative knowledge.

   b. The exam is given twice a year at 70 sites nationally.

   c. There are about 40,000 CMAs.

MEDICAL LABORATORY PERSONNEL

1. Credentials

Medical Laboratory Technician (MLT)
Medical Technologist
Categorical Technologist (Blood Banking, Chemistry, Hematology, Histotechnology, Immunology, Microbiology)
Specialist (Blood Banking, Chemistry, Hematology, Immunology, Microbiology)
Histologic Technician
Cytotechnologist

2. Organization Offering Credentials

American Society of Clinical Pathologists Board of Registry
2100 West Harrison Street
Chicago, Illinois 60612-3798
(312) 738-4893

3. Initial Credentialing Requirements

Medical Laboratory Technician

a. Hold associate degree or equivalent.
b. Complete ONE of the following:
   --Accredited medical laboratory technician or military medical laboratory specialist program, OR
   --Five years of experience.

c. Complete an examination.

Medical Technologist

a. Hold baccalaureate degree.

b. Complete ONE of the following:
   --Accredited medical technologist program,
   --MLT certification and three years of experience, OR
   --Five years of experience.

c. Complete an examination.

Categorical Technologists

a. Hold ONE of the following:
   --Baccalaureate degree, MLT certification, and 5 years of experience,
   --Master's degree and 4 years of experience, OR
   --Doctoral degree and 2 years of experience.

Histologic Technician

a. Meet ONE of the following options:
   --High school diploma and accredited histologic technology program or 2 years of experience, OR
   --Associate degree and one year of experience.

b. Complete an examination.

Cytotechnologist

a. Hold associate degree and complete ONE of the following:
   --Accredited cytotechnology program, OR
   --Five years of experience.

b. Complete an examination.

4. Credential Renewal Requirements

   a. No requirements exist for recertification.
   b. Voluntary "Recognition Award for Continuing Medical Laboratory Education" available through earning 150 hours of continuing education in 3 years. A minimum of 36 hours must be earned in ASCEP-sponsored or approved programs.

5. Continuing Education Approval Process

   a. Approval is available to continuing education program offered by education institutions.

6. Other Information

   a. A total of 263,070 are registered in all categories.

MEDICAL LIBRARY

1. Credentials

   Associate
   Member
   Senior Member
   Distinguished Member

2. Organization Offering Credentials

   Medical Library Association, Inc.--
   Academy of Health Information Professionals
   6 North Michigan Avenue, Suite 300
   Chicago, IL 60602
   (312) 419-9094

3. Initial Credentialing Requirements

   Associate

   a. Be a graduate of an accredited library school.

   b. Have at least two years of acceptable experience.

   c. Demonstrate knowledge in 10 specified core areas.

      (The associate membership level is an entry level which cannot be renewed.)

   Member, Senior Member, and Distinguished Member

   a. Be a graduate of an accredited library school.

   b. Have at least five years of acceptable experience.

   c. Demonstrate knowledge in 10 specified core areas.

   d. Meet the following professional activity requirements:
      --Members must have accrued 50 hours of professional activity in the preceding five years.
      --Senior members must have accrued 80 hours.
      --Distinguished members must have accrued 120 hours.

4. Credential Renewal Requirements

   a. Associate membership may not be renewed.

b. Every five years beyond initial membership achievement, an individual must accumulate at least 50 hours of professional activity. If the hours total 50, renewal is at the membership level. If they total 80, the individual is renewed as a senior member, and a total of 120 hours classifies an individual as a distinguished member. Thus an individual may move up or down in levels every five years, depending upon the number of hours of professional activity accrued.

c. A variety of activities qualify as professional activities.

d. Members of the Academy of Health Information Professionals must also maintain their membership in the Medical Library Association.

5. Continuing Education Approval Process

a. The Medical Library Association (MLA) offers program approval to non-MLA program sponsors. Sponsors should apply for approval four to six weeks prior to the program.

b. Individuals attending programs which have not received prior approved must submit detailed information concerning the program in order for it to be considered as a professional activity.

MEDICAL RECORDS

1. Credentials

   Registered Record Administrators (RRA)
   Accredited Record Technicians

2. Organization Offering Credentials

   American Medical Record Association (AMRA)
   875 N. Michigan Avenue--Suite 1850
   Chicago, IL 60611
   (312) 787-2672

3. Initial Credentialing Requirements

   Registered Record Administrator (RRA)

   a. Hold an undergraduate degree in an accredited medical record administration program or complete a postgraduate certificate program in medical record administration.
   b. Complete AMRA's national registration examination.

   Accredited Record Technician (ART)

   a. Complete an accredited two-year academic program for medical record technicians or complete a combination of AMRA's Independent Study Program in Medical Record Technology and 30 acceptable semester hours of postsecondary education.
   b. Complete AMRA's national accreditation examination.

4. Credential Renewal Requirements

   a. RRAs must obtain 30 hours of continuing education every two years for credential renewal.
   b. ARTs must obtain 20 hours of continuing education every two years for credential renewal.
   c. Acceptable activities include association meetings, seminars, workshops, and individual study.
   d. Program content must be relevant to medical records.

5. Continuing Education Approval Process

   a. For voluntary prior program approval, program sponsors must submit completed application and fee at least 30 days before program. Prior approval for any given program will remain in effect for one year.
   b. Individuals maintain own record of hours and submit summary form at end of certification period.

MEDICAL TECHNOLOGY

1. Credentials

   Registered Medical Assistant (RMA)
   Medical Laboratory Technician (MLT)
   Medical Technologist (MT)

2. Organization Offering Credentials

   American Medical Technologists (AMT)
   710 Higgins Road
   Park Ridge, Illinois 60068-5765
   (312) 823-5619

3. Initial Credentialing Requirements

   Registered Medical Assistant (RMA)

   a. Meet ONE of the following requirements:
      --Be a graduate of a medical assistant course accredited by the Accrediting Bureau of Health Education Schools (ABHES), medical assistant course accredited by a Regional Accrediting Commission, or formal medical services training course of the United States Armed Forces; OR
      --Have been employed in the profession of Medical Assisting for a minimum of five (5) years, no more than two (2) years of which may have been as an instructor in a postsecondary medical assistant program; OR
      --Complete a medical assistant course in a school holding national accreditation recognized by the Council on Postsecondary Accreditation (COPA) and acceptable to the RMA Executive Board, and, in addition, have been employed as a medical assistant for a minimum of one (1) year.

   b. Successfully complete the AMT registry examination for certification as an RMA.

   Medical Laboratory Technician (MLT)

   a. Meet ONE of the following requirements:
      --College or University Program
      1) Complete at least two years (60 semester hours) of courses in an accredited college or junior college, including at least 25 semester hours in the sciences. This should include the following course requirements or the substantial equivalent, in any combination: 12 in chemistry, bacteriology, or parasitology; 3 in mathematics; 8 in biology, genetics, embryology, zoology, anatomy and/or physiology, plus 6 months of approved laboratory experience; OR
      2) Hold an associate of science degree in medical technology (or equivalent) from an accredited junior college and have 6 months of approved laboratory experience.

--Graduates of Professional School/Armed Forces School

1) Be a graduate of a medical laboratory school accredited by the Accrediting Bureau of Health Education Schools (18-month course followed by 6 months of approved laboratory experience or 12-month course followed by 12 months of approved laboratory experience, with the course requirements conforming to those required by the Accrediting Bureau of Health Education Schools); or
2) Complete a course of at least one year (50 weeks) in a U.S. Armed Forces school of medical technology, followed by approved laboratory experience of such duration as will constitute a combined school and experience program of at least two years and with at least 6 months of such experience.

b. Take and pass the AMT registry examination for the certification of medical laboratory technician.

c. The AMT Board of Directors has additional policies regarding certification for individuals holding other related credentials.

Medical Technologist (MT)

a. Meet ONE of the following requirements:
--College or University Graduates

1) Hold at least a bachelor's degree in medical technology or a bachleor's degree with a major in one of the biological, chemical, or physical sciences from an accredited college or university; and have a minimum of one year of approved laboratory experience.
2) Have completed 90 semester hours in a accredited college. This can include junior college credit and must include 40 semester hours in the sciences. This should include the following course requirements or the substantial equivalent in any combination: 12 hours in chemistry; 12 hours in bacteriology and/or parasitology; 6 hours in mathematics; and 8 hours in biology, genetics, embryology, zoology, anatomy and/or physiology. In addition, all applicants must complete at least one year of approved laboratory experience.

--Graduates of Professional School/Armed Forces School

1) Meet the requirements for MLT and must have three (3) additional years of approved laboratory experience.
2) Be certified as an MLT (AMT) and have three years of approved laboratory experience in addition to that required for MLT certification.

b. Successfully complete the AMT registry examination for the certification of MT.

c. The AMT Board of Directors has additional policies regarding certification for individuals holding related credentials.

4. Credential Renewal Requirements

   a. Every AMT registrant's certificate is revalidated every five years. Those registrants not in compliance do not lose their original certificate. However, these individuals will be declared "not-in-compliance" and this status is communicated in response to inquiries from employers and/or third party payers.

   b. To obtain revalidation, an individual must complete ONE of the following every five years:
      --Seventy (70) contact hours of continuing education, 40 hours of which must be "Category I,"
      --Formal education of six semester hours,
      --Professional growth of 100 clock hours of article preparation, written critiques, or reviews, OR
      --Examination completion.

   c. Individuals must submit proper documentation of attendance within 60 days of the event.

5. Continuing Education Approval Process

   a. Continuing education programs must be approved by AMT's Institute for Education in order to be considered "Category I" programs. These programs must have an assessment mechanism to evaluate learning. Programs awarding CEUs are also considered to be Category I programs automatically.

   b. Non-approved continuing education programs are considered Category II. Individuals may earn up to 30 hours of Category II programs.

6. Other Information

   a. As of September, 1987 there were 7,368 MTs, 1,725 MLTs, and 7,409 RMAs.

MUNICIPAL MANAGEMENT

1. Credential

   Certified Municipal Clerk (CMC)

2. Organization Offering Credentials

   International Institute of Municipal Clerks (IIMC)
   160 N. Altadena Avenue
   Pasadena, CA 91107
   (818) 795-6153

3. Initial Credentialing Requirements

   a. Be a municipal or deputy clerk.
   b. Be a member of IIMC for three years.
   c. Be at least 18 years old.
   d. Believe in and practice the IIMC Code of Ethics.
   e. Submit an approved application form plus fee and documentation.
   f. Furnish a letter from a fellow clerk as a sponsor.
   g. Attain 100 points for education and experience (50 points in each category). Acceptable activities within each category are specified. Completion of a bachelor's degree in public administration or related field or of an IIMC-approved Municipal Clerks' Institute is worth 50 points.

4. Credential Renewal Requirements

   a. The CMC credential does not have to be renewed. However, the IIMC Academy for Advanced Education has been established to recognize continued professional development.
   b. Entry into the Academy requires holding the CMC credential and attaining 25 points on an individual development program.
   c. Sustained membership requires submission of a new program (plan) every four years and attaining 15 points. At least 9 must be from advanced education.
   d. The advanced education point structure specifies the number of points that various activities are worth. Completion of a professionally-related (but not IIMC-sponsored) course or seminar is worth one point for each six-hour program.

5. Continuing Education Approval Process

   a. IIMC has established minimum requirements for educational institutions wishing to offer the Certified Municipal Clerks' Program.

6. Other Information

   a. Over 2,600 clerks and deputies have earned the CMC title.

NURSE ANESTHETIST

1. Credentials

   Certified Registered Nurse Anesthetist (CRNA)

2. Organization Offering Credentials

   Council on Certification of Nurse Anesthetists
   216 Higgins Road
   Park Ridge, Illinois 60068
   (312) 692-7050

3. Initial Credentialing Requirements

   a. Be a registered professional nurse with current license.

   b. Be a graduate of an accredited nurse anesthesia program.

   c. Be in good ethical standing.

   d. Pass an examination.

4. Credentialing Renewal Requirements

   a. Renewal is voluntary, but many states or hospitals require it.

   b. Renewal interval: 2 years

   c. Copy of R.N. license.

   d. Fee.

   e. Documentation of 40 hours of approved continuing education.

   f. Certification of practice in nurse anesthesia.

   g. Certification of other specific behaviors.

5. Continuing Education Approval Process

   a. Continuing education activities must be approved in advance by the American Association of Nurse Anesthetists or another accrediting agency.

   b. AANA grants program approval on a per-program basis or on a blanket one-year basis. Approval should be requested 90 days in advance of event.

6. Other Information

   a. There are approximately 24,000 CRNAs.

NURSING

1. Credentials

Registered Nurse, Certified (R.N., C.)
Medical-surgical nurse, gerontological nurse, psychiatric and mental health nurse, maternal and child health nurse, child and adolescent nurse, high-risk perinatal nurse, community health nurse, gerontological nurse practitioner, pediatric nurse practitioner, adult nurse practitioner, family nurse practitioner, school nurse practitioner
Registered Nurse, Certified Specialist (R.N.,C.S.)
Clinical specialist in medical-surgical nursing, clinical specialist in adult psychiatric and mental health nursing, clinical specialist in child and adolescent psychiatric and mental health nursing
Registered Nurse, Certified in Nursing Administration (R.N.,C.N.A.)
Registered Nurse, Certified in Nursing Administration, Advanced (R.N.,C.N.A.A.)

2. Organization Offering Credentials

American Nurses' Association
2420 Pershing Road
Kansas City, MO 64108
(815) 474-5720

3. Initial Credentialing Requirements

All credentials require individuals to follow a basic credentialing process:

a. Hold a current license to practice as a registered nurse and meet eligibility requirements specified in the particular area in which certification is sought.
b. Submit completed application and any necessary references and endorsements.
c. Successfully complete a certification examination in the area selected.

4. Credential Renewal Requirements

a. Certification is valid for a five-year period.

b. Renewal for all certificates include the option to submit evidence of continuing education obtained during the five-year period or to sit for the test again.

c. Specific amount and type of continuing education varies with credential.

5. Continuing Education Approval Process

   a. Continuing education providers must seek prior approval for activities that will count for specialty certification renewal. The Ohio Nurse's Association can grant program approval. Providers may also apply for blanket provider approval.

6. Other Information

   a. Since 1975, over 40,000 registered nurses have received specialty certification.

OCCUPATIONAL THERAPY

1. Credentials

   Occupational Therapist, Registered (O.T.R.)
   Certified Occupational Therapy Assistant (C.O.T.A.)

2. Organization Offering Credentials

   The American Occupational Therapy Association (AOTA)
   P.O. Box 1725
   Rockville, Maryland 20850-4375
   (301) 948-9626

3. Initial Credentialing Requirements

   Occupational Therapist (O.T.R.)

   a. Complete the following:
      --Be a graduate of an accredited occupational therapist educational program and have completed successfully all therapist level fieldwork required by the program (this must not be less than six months).
      --Have successfully completed the certification examination for O.T.R.

      OR

      --Be a currently certified occupational therapy assistant.
      --Have four years work experience as a C.O.T.A..
      --Have successfully completed therapist level fieldwork.
      --Be approved by the AOTA Career Mobility Review Committee.
      --Successfully complete the certification exam for O.T.R.

   Occupational Therapist, Registered (O.T.R.)

   a. Meet the following requirements:
      --Be a graduate of an A.O.T.A. approved occupational therapy assistant educational program and have successfully completed all assistant level fieldwork required by the program (but not less than two months).
      --Successfully complete the certification examination for occupational therapy assistant.

4. Credential Renewal Requirements

   a. No provisions for renewal exist.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other Information

   a. Number of O.T.R.s: 30,515

   b. Number of C.O.T.A.s: 7,345

OPTOMETRY

1. Credentials

   Registered Optometric Technician (Opt. T., R.)
   Registered Optometric Assistant (Opt. A., R.)

2. Organization Offering Credentials

   American Optometric Association -- National Paraoptometric Registry (NPR)
   243 N. Lindbergh Blvd.
   St. Louis, Missouri 63141
   (314) 991-4100

3. Initial Credentialing Requirements

   Registered Optometric Technician (Opt. T., R.)

   a. Successfully complete all requirements of an optometric technician program, OR
      Be enrolled in the last semester of an optometric technician program.

   b. Successfully complete the Optometric Technician Registration Examination.

   c. Work in the optometric field for at least 2 years and complete a minimum of 24 hours of prescribed education.

   Registered Optometric Assistant (Opt. A., R.)

   a. Meet ONE of the following requirements:
      --Have worked in the optometric field for at least two of the last five years and completed a minimum of 24 hours of prescribed education in the two years prior to taking the examination, OR
      --Have served as an optometric assistant in the military for a minimum of one year in the last five years and completed a minimum of 12 hours of prescribed education in the two years prior to taking the examination, OR
      --Have successfully completed an AOA recognized paraoptometric program or be enrolled as a student in good standing in the last semester of a program.

   b. Successfully complete the Optometric Assistant Registration Examination.

4. Credential Renewal Requirements

   a. Submit proof of 16 hours of documented continuing education every two years.

   b. The standard method is to participate in lecture/workshop education from listed topics by an approved provider. Optional renewal methods include reexamination, presentation of lecture, published articles, and programs by non-approved providers.

5. Continuing Education Approval Process

   a. Program sponsors must apply for program approval four weeks prior to the event.

6. Other Information

   a. Currently, there are over 1,000 individuals who hold the status of Registered Optometric Assistant (Opt. A., R.) or Registered Optometric Technician (Opt. T., R.).

ORGANIZATION DEVELOPMENT

1. Credentials

   Registered Organization Development Professional (RODP)
   Registered Organization Development Professional Consultant (RODC)

2. Organization Offering Credentials

   Organization Development Institute
   11234 Walnut Ridge Road
   Chesterland, Ohio 44026
   (216) 461-4333

3. Initial Credentialing Requirements

   Registered Organization Development Professional (RODP)

   a. Agree to abide by The O.D. Code of Ethics.

   Registered Organization Development Consultant (RODC)

   a. Meet ONE of the following educational and experience requirements:
      --Hold a Doctoral degree in Psychology or an allied field and the equivalent of two years of full-time experience in Organization Development, OR
      --Hold a Master's degree in Psychology, Business Administration or an allied field and the equivalent of four years full-time experience in Organization Development, OR
      --Hold a Bachelor's degree and the equivalent of six years full-time experience in Organization Development. Two of these years must have been spent working closely with a person who has met the above requirements or has successfully completed a training program in O.D. recognized by the Institute.

   b. In addition to the above, a Professional Consultant must have demonstrated competence in Organization Development as evidenced by letters from two qualified O.D. consultants.

4. Credential Renewal Requirements

   a. Payment of dues.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other Information

   a. There are 200 Registered Organization Development Professionals (RODP) and 100 Registered Organization Development Consultants (RODC).

PARKS AND RECREATION

1. Credential

   Professional, Provisional Professional, Specialist-Technician

2. Organization Offering Credential

   Ohio Parks and Recreation Association
   51 No. High Street--Suite 601
   Columbus, OH 43215
   (614) 221-4420

3. Initial Credentialing Requirements

   a. Professional -- Hold a bachelor's degree in recreation, park resource, or leisure service and have two years of full-time experience.
   b. Provisional Professional -- Hold a bachelor's degree in recreation, park resource, or leisure service.
   c. Specialist-Technician -- Hold an associate's degree in recreation/park resources and have at least four years of full-time experience.

   All three credentials require the completion of a written examination.

4. Credential Renewal Requirements

   Renewal is required every two years. To renew, individuals must complete two CEU credits or equivalent academic work every two year period.

5. Continuing Education Approval Process

   a. CEUs or course work must be in approved programs as certified by the Ohio Professional Certification Board.

6. Other Information

PAYROLL

1. Credential

   Certified Payroll Professional (CPP)

2. Organization Offering Credential

   American Payroll Association
   P.O. Box 2344
   Grand Central Station
   New York, NY 10163
   (212) 661-9145

3. Initial Credentialing Requirements

   a. Successfully complete a certification examination consisting of a four-hour, multiple choice test.

   b. Adhere to the Code of Ethics of the American Payroll Association.

4. Credential Renewal Requirements

   a. As of January 1, 1988, CPPs must renew their certification every five years.

   b. Individuals may be recertified by ONE of these means:

      --Successfully complete the certification examination OR
      --Earn 12 continuing education units (CEU) in five years.

   c. Acceptable continuing education activities are in the areas of accounting, payroll management, human resources, payroll systems, and taxation.

4. Continuing Education Approval Process

   a. There are no provisions for provider approval for providers other than local chapters. However, individuals may submit documentation of participation in continuing education activities offered by colleges and universities. The provider institution must be affiliated with the Council on the Continuing Education Unit, the Association of Continuing Higher Education, or the Association of Noncollegiate Education.

5. Other information

   a. The association offers an extensive schedule of approved courses. In addition, the 80 local chapters hold meetings that are often approved for continuing education credit.

   b. A college course being taken toward a degree cannot be used to meet continuing education requirements.

PERSONNEL

1. Credentials

   Professional in Human Resources (PHR)
   Senior Professional in Human Resources (SPHR)

2. Organization Offering Credentials

   Personnel Accreditation Institute
   606 N. Washington St.
   Alexandria, Virginia 22314
   (705) 548-3440

3. Initial Credentialing Requirements

   Professional in Human Resources (PHR)

   a. Have 4 years of professional human resource management (HRM) experience, OR 2 years HRM experience and a related bachelor's degree, OR one year HRM experience and a related graduate degree.

   b. Pass an intensive 4-hour written examination.

   Senior Professional in Human Resources (SPHR)

   a. Have 8 years of professional HRM exempt experience, OR 6 years experience and related bachelor's degree, OR 5 years experience and a related graduate degree (the most recent 3 years must include policy-developing responsibility).

   b. Pass an intensive 4-hour written examination.

4. Credential Renewal Requirements

   a. Reaccreditation is required every 3 years through retesting, taking or teaching courses or seminars, publishing, or other professional development activities.

   b. To be reaccredited, an individual must do ONE of the following:
      --Pass current applicable exam.
      --Earn the following career elements in any combination, totaling 60 contact hours:
         1-Continuing Education (relevant courses, workshops, seminars or conferences).
         2-Research and/or publishing (up to 20 hrs. of the 60).
         3-Teaching (up to 20 hrs. of the 60 -- only for the first time a course is taught or presentation made).
         4-On the job--A first-time work product that adds to your knowledge can be counted as a credit--(up to 20 hrs. of the 60).
         5-Leadership (10 hrs. of the required 60).

c. For those holding SPHR designation, reaccreditation is required only twice.

5. Continuing Education Approval Process

a. No approval process exists for either program (PHR or SPHR). Individuals must submit documentation of participation in relevant activities.

PERSONNEL CONSULTANTS

1. Credentials

   Certified Personnel Consultant (CPC)

2. Organization Offering Credentials

   National Association of Personnel Consultants
   Roundhouse Square
   1432 Duke Street
   Alexandria, Virginia 22314
   (703) 684-0180

3. Initial Credentialing Requirements

   a. Complete two years of permanent placement experience with a private placement firm.
   b. Be currently employed as owner/manager of or partner/consultant in a private placement firm.
   c. Subscribe to the NAPC Code of Ethics.
   d. Have good moral character.
   e. Pass an examination.

4. Credential Renewal Requirements

   a. There are no renewal requirements.

5. Continuing Education Approval Process

   a. NAPC is currently developing a continuing education program in which participation will be voluntary.

6. Other Information

   a. There have been about 6,000 individuals certified by NAPC.

PHYSICIAN ASSISTANT

1. Credential

   Physician Assistant--Certified (PA-C)

2. Organization Offering Credential

   National Commission on Certification of Physician's Assistants, Inc.
   2845 Henderson Mill Road N.E.
   Atlanta, GA 30341
   (404) 493-9100

3. Initial Credentialing Requirements

   a. Successfully complete the annual examination developed and administered by the National Board of Medical Examiners.

4. Credential Renewal Requirements

   a. Renewal is required every 2 years.
   b. In the second and fourth years following initial certification, the PA-C must renew the certificate by:
      -- submitting an application and fee to NCCPA.
      -- demonstrating that 100 continuing medical education (CME) hours over a two-year period have been completed
   c. In the sixth year following initial certification, a PA-C must renew by:
      -- submitting an application and fee.
      -- obtaining 100 CME hours in the previous two years.
      -- successfully completing the Physician Assistant National Recertifying Examination.
   d. This process is repeated during each succeeding six-year cycle.

5. Continuing Education Approval Process

   a. At least 40 of the 100 hours must be earned at any program recognized by the American Medical Association or recognized state medical association or those approved by the Professional and Continuing Education Committee of the American Association of Physician Assistants.
   b. Up to 60 hours may be in "Category II"--programs with non-accredited sponsorship and other meritorious learning experiences.

6. Other Information

   a. Over 16,000 physician assistants have been certified.

PLANNING

1. Credential

   Member and Associate, American Institute of Certified Planners (AICP)

2. Organization Offering Credential

   American Institute of Certified Planners
   1776 Massachusetts Avenue N.W.
   Washington, DC 20036
   (202) 872-0611

3. Initial Credentialing Requirements

   For both associate and member:

   a. Be a dues paying member of the American Planning Association
   b. Be engaged in professional planning, either currently or in the past as defined by AICP.

   Additional requirements for associates:

   a. Be within 2 years of completing the professional planning experience required for members in any of the approved combinations of education and experience.

   Additional requirements for members:

   a. Complete one of the approved combinations of education and experience.
   b. Receive a passing score on the AICP written examination.

4. Credential Renewal Requirements

   a. Continuing membership in AICP requires adherence to a Code of Ethics and Professional Conduct. No continuing education is required.

5. Continuing Education Approval Process

   a. Not applicable.

PRODUCTION AND INVENTORY CONTROL

1. Credentials

   Certified in Production and Inventory Control (CPIM)
   Certified Fellow in Production and Inventory Control (CFPIM)

2. Organization Offering Credentials

   American Production and Inventory Control Society, Inc.
   500 West Annandale Road
   Falls Church, Virginia 22046-4274
   (800) 444-2742
   (703) 237-8344

3. Initial Credentialing Requirements

   a. Complete 6 examinations covering 6 subject areas. Pass 5 to become a CPIM. Pass all 6 and accumulate points to become a CFPIM.

4. Credential Renewal Requirements

   a. No provisions for renewal. Persons sign pledge that they will continue to engage in educational programs.

5. Continuing Education Approval Process

   a. None.

PUBLIC RELATIONS

1. Credential

   Accredited in Public Relations (APR)

2. Organization Offering Credential

   Public Relations Society of America (PRSA)
   845 Third Avenue
   New York, NY 10022
   (212) 826-1750

3. Initial Credentialing Requirements

   The PRSA Accreditation Board directs the program and determines whether candidates pass or fail. In order to be accredited, an individual must:

   a. Complete written and oral examinations that are conducted by three PRSA accredited members.
   b. Have five years public relations experience.
   c. Submit the appropriate applications to PRSA headquarters.

4. Credential Renewal Requirements

   No credential renewal is required.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other Information

   a. Over 4,000 individuals hold APR status.

PULMONARY TECHNOLOGY AND RESPIRATORY CARE

1. Credentials

Respiratory Care Practitioners (CRTT)
Advanced Respiratory Therapy Practitioners (RRT)
Pulmonary Function Technologists (CPFT)
Advanced Pulmonary Function Technologists (RPFT)

2. Organization Offering Credentials

The National Board for Respiratory Care, Inc.
11015 West 75th Terrace
Shawnee Mission, Kansas 66214
(913) 268-4050

3. Initial Credentialing Requirements

Respiratory Care Practitioners (CRTT)

a. Meet the following requirements for admission to take the Certification Examination:
   --Be at least 18 years of age.
   --Be a graduate of an AMA-accredited respiratory therapy educational program.

b. Attain a score of 75 (out of 99) on the Entry Level Examination to be awarded the Certified Respiratory Therapy Technician (CRTT) credential.

Advanced Respiratory Therapy Practitioners (RRT)

a. Meet ONE of the following requirements for admission to take the RRT Examination:
   --Be a CRTT who has graduated from AMA-accredited respiratory therapy educational program and has 12 months of clinical experience in respiratory therapy following graduation,
   --Be a CRTT and have 62 semester hours of college credit including college-level courses in anatomy, physiology, biology, microbiology, physics, chemistry and mathematics, and 4 years of clinical experience in respiratory therapy following certification, OR
   --Be a CRTT with a baccalaureate degree, other than in respiratory therapy, including college-level courses in anatomy, physiology, biology, microbiology, physics, chemistry and mathematics, and 2 years of clinical experience in respiratory therapy following certification.

b. Successfully complete both a Written Registry Examination and a Clinical Simulation Examination.

Pulmonary Function Technologist (CPFT)

a. Be 18 years of age or older.

b. Meet ONE of the following education/experience requirements:
   --Be a graduate of an acceptable respiratory therapy technician or respiratory therapist educational program, OR a graduate of a pulmonary function educational program approved by the National Society for Cardiopulmonary Technology.
   --Be a Certified Respiratory Therapy Technician (CRTT), credentialed by the NBRC prior to the established application deadline,
   --Be a Registered Respiratory Therapist (RRT), credentialed by the NBRC prior to the established application deadline,
   --Complete 62 semester hours of college credit from an accredited college or university (including at least one course in biology, chemistry, and mathematics) and a minimum of six months of clinical experience in the field of pulmonary technology, OR
   --Be a high school graduate (or the equivalent) and complete two years of clinical experience in the field of pulmonary technology.

c. Successfully complete the Pulmonary Function Certification Examination.

Advanced Pulmonary Function Technologist (RPFT)

a. Be 18 years of age or older.

b. Be a Certified Pulmonary Function Technologist (CPFT) prior to the established application deadline.

c. Successfully complete the Registry Examination for Advanced Pulmonary Function Technologists.

4. Credential Renewal Requirements

a. The NBRC has a voluntary recredentialing program for CRTTs and RTTs.

b. The Board strongly encourages all CRTTs and RTTs to retake their respective examinations every three to five years to keep informed of advances in respiratory therapy technology and to test their knowledge against current NBRC standards.

c. Each January, the NBRC contacts CRTTs and RTTs for verification of their continued active employment in respiratory therapy through the reregistration/recertification process. This is to insure that credentialed practitioners working full-time in respiratory therapy are providing care under the direction of licensed physicians.

5. Continuing Education Approval Process

a. Not applicable.

6. Other Information

a. Number of CRTRs: 76,042
b. Number of RRTs: 30,753
c. Number of CPFTs: 3,852
d. Number of RPFTs: 1,497

PURCHASING MANAGEMENT

1. Credentials

   Certified Purchasing Manager (C.P.M.)

2. Organization Offering Credentials

   National Association of Purchasing Management
   496 Kinderkamack Road--Box 418
   Oradell, New Jersey 07649
   (201) 967-8595

3. Initial Credentialing Requirements

   a. Pass all four modules of the C.P.M. exam.

   b. Have five years experience in purchasing/material management or have three years such experience plus a four year college degree.

   c. Accumulate 70 C.P.M. points as follows:
      --C.P.M. exam (35 points),
      --Formal education (up to 25 points),
      --Individual college courses (12 points maximum),
      --Seminars (1 point per day--20 points maximum),
      --Work experience (up to 3 points per year; 10 years maximum).

4. Credential Renewal Requirements

   a. Must be renewed every 5 years.

   b. Gain C.P.M. by either:
      --Attending acceptable educational programs, including credit courses, seminars and independent study programs, OR
      --Publishing research-based articles.

   c. Number of points required for recertification ranges from six to 12 depending upon original certification date. A seminar earns one point per day up to a maximum of three.

5. Continuing Education Approval Process

   a. Programs are not approved. Applicants for recertification must submit proof of attendance and verification of seminar length.

6. Other Information

   a. Number holding C.P.M. designation: 13,485

RADIOLOGIC TECHNOLOGY

1. Credential

   Registered Technologist

2. Organization Offering Credentials

   The American Registry of Radiologic Technologists (ARRT)
   2600 Wayzata Boulevard
   Minneapolis, MN 55405
   (612) 377-8416

3. Initial Credentialing Requirements

   a. Be of good moral character.
   b. Complete a program of formal education which has been approved by the American Medical Association.
   c. Submit an application and fee.
   d. Successfully complete a written examination. Examinations are offered in three disciplines--radiography, nuclear medicine, and radiation therapy technology.

4. Credential Renewal Requirements

   a. Renewal is required annually.
   b. Information on employment must be provided annually.
   c. Continuing education is not required for renewal. However, registered radiologic technologists may participate in a voluntary continuing education program entitled the Evidence of Continuing Education (ECE) Program. The American Society of Radiologic Technologists sponsors the program.

5. Continuing Education Approval Process

   a. Not applicable.

REAL ESTATE--BROKERAGE MANAGEMENT

1. Credentials

   Certified Real Estate Brokerage Manager

2. Organization Offering Credentials

   Real Estate Brokerage Council of the
   Realtors National Marketing Institute
   430 N. Michigan, Suite 500
   Chicago, Illinois 60611-4092
   (800) 621-7035

3. Initial Credentialing Requirements

   a. Hold membership in the National Association of Realtors.

   b. Hold membership in the Real Estate Brokerage Council of the Realtors National Marketing Institute.

   c. Have two years of real estate brokerage management experience.

   d. Successfully complete a five-course sequence.

4. Credential Renewal Requirements

   a. There are no annual renewal requirements beyond payment of dues.

5. Continuing Education Approval Process

   a. Not applicable.

REAL ESTATE--COMMERCIAL INVESTMENT

1. Credentials

   Certified Commercial Investment Member (CCIM)

2. Organization Offering Credentials

   Commercial-Investment Real Estate Council
   430 N. Michigan Avenue
   Chicago, Illinois 60611-4092
   (800) 621-7035
   (312) 670-3780 (in Illinois, Alaska, and Hawaii)

3. Initial Credentialing Requirements

   a. Successfully complete six graduate-level courses from the CCIM designation course curriculum.

   b. Compile a total of 50 elective credits which may include credits for years of candidacy, real estate experience, seminar attendance, and college education.

   c. Prepare a report on a market transaction.

   d. Submit a resume of transactions showing a depth of experience in the commercial-investment field.

   e. Successfully pass a final comprehensive examination.

4. Credential Renewal Requirements

   a. Maintain an annual membership in the Council including current payment of dues.

   b. Maintain an annual membership in the NATIONAL ASSOCIATION OF REALTORS including current payment of dues.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other Information

   a. There are over 9,500 members in 11 regions and 58 chapters throughout the United States.

REAL ESTATE--GRI

1. Credentials

   Graduate, Realtors' Institute (GRI)

2. Organization Offering Credential

   The Ohio Association of REALTORS
   200 East Town Street
   Columbus, Ohio 43215
   (614) 228-6675

3. Initial Credentialing Requirements

   a. Be a member of the Ohio Association of REALTORS.

   b. Take three courses that total 90 hours.

   c. Successfully complete three written examinations, one after each course.

   d. Individuals who hold a bachelor's degree with a major in real estate may take the examinations without taking the courses.

4. Credential Renewal Requirements

   a. The GRI designation is a lifetime one. No continuing education is needed to maintain the credential.

5. Continuing Education Approval Process

   a. Not applicable.

   b. Higher education institutions may offer the GRI courses. The Ohio Association of REALTORS specifies instructor requirements.

REAL ESTATE--INDUSTRIAL AND OFFICE

1. Credentials

   Active Memberships (Industrial and Office)
   Affiliate Memberships (Industrial Marketing and Office Marketing)
   Professional Real Estate Executive (P.R.E.)

2. Organization Offering Credentials

   Society of Industrial and Office Realtors (SIOR)
   777 Fourteenth Street, NW
   Suite 400
   Washington, DC 20005-3271
   (202) 383-1150

3. Initial Credentialing Requirements

   Affiliate Memberships (Industrial Marketing or Office Marketing)

   a. Hold a REALTOR or REALTOR Associate membership in the National Association of REALTORS.

   b. Be actively engaged as either an industrial or office real estate sales representative.

   c. Be associated with an Active member or members of the Society for a period of two (2) years, and receive the recommendation of the member or members.

   d. Have a creditable record either in industrial or office real estate transactions for at least four (4) years (one year may be substituted by way of successful completion of the course requirement prior to submission of the application).

   e. Have a reputation for sincerity, integrity and ability.

   f. Pass the relevant written examination or successfully complete certain required SIOR courses.

   Active Memberships (Industrial and Office)

   a. Applicant must fulfill the following requirements:
      --Hold a REALTOR or REALTOR-Associate Membership in the National Association of REALTORS.
      --Be actively engaged as either an industrial or office real estate broker.
      --Have a creditable record in either industrial or office real estate transactions for at least seven (7) years (two years may be substituted by way of certain related experience).
      --Have a reputation for sincerity, integrity, and ability.
      --Pass the relevant written examination or successfully complete certain required SIOR courses.

Professional Real Estate Executive (P.R.E.)

a. Have six (6) years of experience as an SIOR Corporate Associate designee.

b. Have fifteen (15) years of industrial or office related experience in firms that could qualify as Corporate Associate members.

c. Pass an examination administered by SIOR or complete appropriate SIOR courses.

d. Attend four (4) of the last eight (8) national and/or regional conventions.

4. Credential Renewal Requirements

a. To maintain any of the credentials, an individual must pay annual dues and maintain membership in the local board of REALTORS.

5. Continuing Education Approval Process

a. Not applicable.

6. Other Information

a. SIOR Associates are organizations with a vital interest in industrial and/or office development.

b. SIOR offers International Affiliates memberships to qualified brokers who have at least seven (7) years experience in selling and leasing industrial and/or office real estate in foreign countries (outside of the U.S. and Canada).

c. SIOR also offers International Associate memberships to corporate real estate executives or industrial and office park developers in foreign countries (outside of the U.S. and Canada).

REAL ESTATE--PROPERTY MANAGEMENT

1. Credentials

   Certified Property Manager (CPM)

2. Organization Offering Credentials

   Institute of Real Estate Management (IREM)
   of the National Association of Realtors
   430 N. Michigan Avenue
   Chicago, Illinois 60611-4090
   (312) 661-1930

3. Initial Credentialing Requirements

   a. Qualify as a candidate by meeting the following requirements:
      -- Have the equivalent of a high school diploma.
      -- Be actively engaged in property management as defined by IREM.
      -- Have accumulated at least 12 months of effective property management or real estate asset management experience.
      -- Be of legal age.
      -- Hold a real estate license if it is required for his/her position in the state. (If a real estate license is not required, evidence to this effect must be provided.)
      -- Submit the formal application.
      -- Remit the current non-refundable application processing fee.
      -- Submit letters of reference from clients and/or other property managers, and endorsed by the nearest IREM chapter.

   b. Once a candidate, meet the following requirements:

      -- Have at least five years of effective full-time decision-making activity in the property management field before becoming certified.
      -- Complete at least four college-level courses selected from 15 possible disciplines.
      -- Earn a total of 30 elective education points from attendance at various courses, or from attaining a four-year bachelor's or master's degree relating to real estate, economics, law, or business.
      -- Successfully complete an intense series of formal IREM courses and examinations which include topics of: marketing, management office procedures, operating budgets, finance, human relations, modernization or change of use, valuation, and insurance.
      -- Hold membership in or be affiliated with a member board of, or hold an individual membership in, the National Association of Realtors at the time of CPM approval.
      -- Subscribe to IREM's bylaws, professional pledge, and the CPM Code of Professional Ethics.
      -- Provide experience updates as requested.

-- Have the endorsement and verification of the Candidate's representations, integrity, and ethics by the local chapter of IREM or by the regional vice president if there is no local chapter.
-- Be approved by the CPM Membership Standards Committee and the Governing Council of IREM.
-- Pay annual membership dues.
-- Abide by a Code of Ethics.
-- Prepare a management plan to demonstrate the ability to explain clearly and convincingly the options and recommendations for meeting the objectives of property ownership and the reasoning that leads to final conclusions.

4. Credential Renewal Requirements

   a. No renewal, CPMs must be currently enrolled and abiding by the Code of Professional Ethics.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other Information

   a. To retain the CPM designation once it is awarded, a CPM member must:

      -- Maintain individual membership in, or maintain affiliation in a member board of, the National Association of Realtors.
      -- Continue to hold a real estate license if required by state law.
      -- Keep current with all required dues and obligations.
      -- Continue to subscribe to IREM's bylaws, regulations, and the CPM Code of Professional Ethics.

REAL ESTATE--REAL ESTATE SECURITIES

1. Credentials

   Specialist in Real Estate Securities (SRS)

2. Organization Offering Credentials

   Real Estate Securities and Syndication Institute (RESSI)
   430 North Michigan Avenue
   Chicago, Illinois 60611-4091
   (312) 670-6760

3. Initial Credentialing Requirements

   a. Be admitted to candidacy following specified policies and procedures.

   b. Complete all requirements for designation within five years following date of admission to candidacy.

   c. Earn 185 required and at least 100 elective credits, as specified in the SRS Point Credit Chart, in order to be eligible for designation.

   d. Meet the requirements for designation:
      --Successfully complete RESSI Courses 101, 102 (formerly 501 and 502), 301 and 503. A candidate must successfully complete NAR Course 22L or be able to demonstrate equivalent knowledge, by showing that he/she has passed an exam for which they were awarded a securities license by a federal or state agency. A candidate must also successfully complete REALTORS National Marketing Institute Commercial Investment Courses 101 and 103.
      --Submit one demonstration report which will be reviewed for approval by the Designations Review Board as satisfactory proof of a candidate's ability to properly present and carry out the subject transaction. The detailed requirements for this demonstration report are set forth in Section 1.500.
      --Submit copies of a private placement memorandum, offer circular or prospectus as well as all other information furnished investors for three securities transactions in which he had an active role; or a candidate may substitute copies of two offerings for which he served as sponsor. A candidate's demonstration report may be accepted as one of the transactions.
      --Successfully complete a written comprehensive examination and an oral examination.

   e. Receive chapter approval:
      --Prior to awarding the designation, a candidate shall have received a favorable recommendation from the President or a designations committee chairman of his chapter (where applicable) in respect to his qualifications.

4. Credential Renewal Requirements

   a. Must remain a member of RESSI.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other Information

   a. There are 202 individuals holding the SRS designation.

REAL ESTATE--RESIDENTIAL SALES

1. Credentials

   Certified Residential Specialist (CRS)

2. Organization Offering Credentials

   Residential Sales Council of the
   Realtors National Marketing Institute
   430 N. Michigan Avenue
   Chicago, Illinois 60611-4092
   (800) 621-7035

3. Initial Credentialing Requirements

   a. Hold membership in the National Association of Realtors.

   b. Complete 100 credits, of which 85 are required. Required credits include holding the GRI designation, completing a series of courses, and preparing a resume of completed residential transactions. Elective credits may include additional real estate experience, other real estate designations, or a college degree.

   c. Individuals may also earn the CRS designation through an experience-based route called the Professional Opportunity Program.

4. Credential Renewal Requirements

   a. There are no renewal requirements beyond payment of annual dues.

5. Continuing Education Approval Process

   a. Not applicable.

RECORDS MANAGEMENT

1. Credentials

   Certified Records Manager

2. Organization Offering Credentials

   Institute of Certified Records Managers
   P.O. Box 8188
   Prairie Village, Kansas 66208

3. Initial Credentialing Requirements

   a. Pay an application fee for processing an evaluation of credentials.
   b. Take an examination upon applying.
   c. Hold a baccalaureate degree from a four-year accredited college.
   d. Have three years of full time or equivalent professional experience in records management as described below:
      --Conduct studies and surveys or develops, designs, and implements records management systems in three or more of these specified categories:
          * Management of a Records Management Program
          * Records Creation and Use
          * Active Records Systems
          * Inactive Records Systems
          * Records Appraisal, Retention, and Disposition
          * Records Protection
          * Records and Information Management Technology
      --OR, have direct managerial or operational responsibility for programs in three or more of the above categories.
      --OR, teach in an accredited college/university on a full-time basis courses in records management which includes three or more of the above categories. Teaching either in accredited junior colleges, community colleges, or four-year institutions is acceptable.

4. Credential Renewal Requirements

   a. Must adhere to requirements set by the Institute's Board of Regents.

5. Continuing Education Approval Process

   a. Not applicable.

REHABILITATION

1. Credentials

   Certified Rehabilitation Counselor (CRC)
   Certified Insurance Rehabilitation Specialist (CIRS)

2. Organization Offering Credential

   Board for Rehabilitation Certification
   (Commission on Rehabilitation Certification)
   (Certification of Insurance Rehabilitation Specialist Commission)
   1156 Shure Drive
   Arlington Heights, IL 60004
   (312) 394-2104

3. Initial Credentialing Requirements

   Certified Rehabilitation Counselor (CRC)

   a. Meet all requirements in ONE of the nine specific categories of education and experience. (As of 1992, at least a master's degree will be required.)
   b. Sign a Code of Ethics and Statement of Understanding.
   c. Pass the CRC certification examination consisting of 400 multiple choice questions.

   Certified Insurance Rehabilitation Specialists (CIRS)

   a. Meet all requirements in ONE of the six specific categories of education on experience.
   b. Sign Statement of Understanding.
   c. Pass the CIRS certification examination consisting of 400 multiple choice questions.

4. Credential Renewal Requirements (called "certificate maintenance")

   a. Initial certification is valid for five years.
   b. Complete 150 contact hours of acceptable continuing education activities. For CIRS renewal, 50 of these hours must be in disability compensation systems. For CRC renewal, 50 hours must be in job development and placement in rehabilitation, coordination of initial and vocational rehabilitation services, and counseling and client assessment in rehabilitation.
   c. Acceptable activities for CRC renewal include in-service programs, training programs, college and university courses, programs approved by the Commission on Rehabilitation Counselor certification-appointing organizations and independent study.

5. Continuing Education Approval Process

Certified Rehabilitation Counselor

a. Programs may be pre-approved by CRCC or several "appointing" organizations, each of which establish their own approval mechanisms. Program approval is valid for one year and must be given prior to the program date.
b. Organizations seeking prior approval must file applications with CRCC. Programs must meet detailed requirements for approval. Application for approval must be made to CRCC 60 days before program date.
c. Individuals may submit continuing education approval forms for programs which were not pre-approved.

Certified Insurance Rehabilitation Specialists

a. Approval process is the same as that for CRCs, but program approval is given by the Certification of Insurance Rehabilitation Specialists Commission.

SECRETARIAL

1. Credential

   Certified Professional Secretary

2. Organization Offering Credential

   Institute for Certifying Secretaries (International)
   301 East Armour Boulevard
   Kansas City, MO 64111-1299
   (816) 531-7010

3. Initial Credentialing Requirements

   a. Complete one of these combinations of experience and education:
      - no degree plus 4 years of secretarial experience.
      - associate degree plus 3 years of secretarial experience.
      - bachelor's degree plus 2 years of secretarial experience.
   b. Successfully complete the Certified Professional Secretary examination.

4. Credential Renewal Requirements

   a. No renewal procedures. No continuing education is required.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other Information

   a. Over 21,000 individuals have earned the CPS designation.

SECRETARIAL--LEGAL

1. Credential

   Professional Legal Secretary

2. Organization Offering Credential

   National Association of Legal Secretaries (International)
   2250 East 73rd Street--Suite 550
   Tulsa, OK 74136
   (918) 493-3540

3. Initial Credentialing Requirements

   a. Must have been employed as a legal secretary for a minimum of 5 years.
   b. Successfully complete an examination administered by NALS.

4. Credential Renewal Requirements

   a. No provision for renewal.
   b. Continuing education is not required to maintain certification.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other Information

   a. About 2,000 individuals have received certification.

SECURITY

1. Credential

   Certified Protection Professional (CPP)

2. Organization Offering Credential

   The American Society for Industrial Security (ASIS)
   1655 North Fort Myer Drive--Suite 1200
   Arlington, VA 22209
   (703) 522-5800

3. Initial Credentialing Requirements

   a. Have ten years of security experience or combination of experience and education.
   b. Complete CPP examination.

4. Credential Renewal Requirements

   Every three years renewal is required. The requirement is:
   a. Submission of six credits of security activities. Credits can be earned for membership in ASIS, educational programs and courses, organizational service, speeches, published articles, and other approved activities.

5. Continuing Education Approval Process

   a. Individuals must file report of their professional credits in order to be recertified. Program approval process does not exist.

6. Other Information

   a. Over 3,000 security professionals hold CPP designation.

SOCIAL WORK

1. Credentials

   Academy of Certified Social Workers (ACSW)

2. Organization Offering Credentials

   National Association of Social Workers (NASW)
   7981 Eastern Avenue
   Silver Spring, Maryland 20910
   (800) 638-8799
   (301) 565-0333

3. Initial Credentialing Requirements

   a. Hold a graduate degree from a school of social work accredited by the Council on Social Work Education.

   b. Have two years of full-time paid social work practice beyond a graduate social work degree, or equivalent amount of part-time professional practice.

   c. Hold regular membership in NASW.

   d. Submit three professional references.

   e. Successfully complete the ACSW examination.

4. Credential Renewal Requirements

   a. Membership in ACSW is maintained by payment of annual dues. No continuing education is required.

5. Continuing Education Approval Process

   a. Not applicable. However, continuing education is highly recommended and available. Standards for continuing professional education are available through NASW.

6. Other Information

   a. There are almost 58,000 social workers holding ACSW membership.

SPEECH--LANGUAGE--HEARING

1. Credential

   Certificate of Clinical Competence (CCC)

2. Organization Offering Credential

   American Speech--Language--Hearing Association (ASHA)
   10801 Rockville Pike
   Rockville, MD 20852
   (301) 897-5700

3. Initial Credentialing Requirements

   a. Complete a master's degree program in speech-language pathology and/or audiology.
   b. Complete nine months of supervised professional experiences in area of practice (speech-language pathology and/or audiology).
   c. Pass a national examination for either speech-language pathology or audiology, or both.

4. Credential Renewal Requirements

   a. Pay an annual fee.
   b. Continuing education is not required for credential renewal.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other information

   a. The CCC is issued in one or two practice areas, depending upon the examination(s) taken and prior preparation. There are 43,364 individuals certified in speech-language pathology, 7,735 in audiology, and 1,277 in both practice areas.

TRANSPORTATION

1. Credential

   Certified in Transportation and Logistics (CTL)

2. Organization Offering Credential

   American Society of Transportation & Logistics, Inc.
   P.O. Box 33095
   Louisville, KY 40232
   (502) 451-8150

3. Initial Credentialing Requirements

   a. Be at least 18 years old.
   b. Be of good moral character.
   c. Have completed two years or be currently enrolled as a student in an accredited college or have five years of approved work experience.
   d. Complete within seven years four written examinations and a satisfactory research paper.

4. Credential Renewal Requirements

   No credential renewal is required.

5. Continuing Education Approval Process

   a. Not applicable.

6. Other Information

   a. Over 800 individuals are active, certified members.

TRAVEL AGENTS

1. Credential

   Certified Travel Counselor (CTC)

2. Organization Offering Credential

   Institute of Certified Travel Agents
   148 Linden Street, P.O. Box 56
   Wellesley, MA 02181
   (617) 237-0280

3. Initial Credentialing Requirements

   a. Complete 5 years of acceptable experience in the travel industry.
   b. Earn a grade of 70% in four, four-hour examinations.
   c. Meet one of the following options:
      (i) Gain acceptance of an original research paper (project);
      (ii) Gain acceptance of a seminar evaluation;
      (iii) Gain a grade of 70% in a risk management course.

4. Credential Renewal Requirements

   a. Renewal occurs upon fee payment annually.
   b. At present there are no mandatory continuing education requirements. However, the Institute offers a series of seminars that are well attended.

5. Continuing Education Approval Process

   a. Not applicable.